

39.03.02 Social work, the Organization profile and management in the sphere of social work	
Social reporting	
Course/semester	Bachelordegree, 4/7
Mainobjective	Formation of ability and readiness to work with documents at service of the client, to know document flow of the social organization.
Contents	Essence of documentary ensuring management. The organization of work with documents. Requisites of managerial documents. Systems of administrative documentation. Organizational and administrative documents in social work. Directory documents in social work. Documents on staff in social work. Reporting documentation in social work. Documenting maintained case.
Preliminaryrequirements	For successful assimilation of discipline the student needs to know basics of the theory of the state and the right, theoretical, standard and legal basics of social policy.
Structureofthecourse	Lectures – 36 hours, practice – 18 hours, examination, independent work – 45 hours. All 108th hour (63 hours contact)
Estimation, control – test	Mark and rating system: - 0–24 it is unsatisfactory without possibility of repeating an examination; - 25–49 it is unsatisfactory with possibility of repeating an examination; - 50–72 it is satisfactory; - 73–86 it is good; - 87–100 it is excellent. 80% – current work, 20% – pass
Features of the organization of educational process and training materials	The following educational technologies and active forms of activity of students are applied to carrying out classes in discipline: <ul style="list-style-type: none"> • problem lecture • lecture discussion • case method • problem method / problem training • training in small groups