



DATA AND FILE PROCESSING AND INFORMATION ACTIVITY Profile of Educational Programme

Degree	Specialty	Educational Programme	Duration of studies
Bachelor	Information, Library Science and Archival-keeping Studies	Data and File Processing and Information Activity	3 years 10 months (8 semesters)
Master	Information, Library Science and Archival-keeping Studies	Data and File Processing and Information Activity	1 year 4 months (3 semesters)

WHAT STUDENTS STUDY:

- Psychology of Professional Activity, Information and Analytical Technologies, Administration of Information and Documentation Processes, Information and Documentation Support of Activity of Organizations, Organization and Management of Information Institutions, Managerial Innovations in Culture and Art.
- Source Studies, Records Management, Data and File Processing, Data Analytics, Data and File Processing in Administration, Information and Analytical Activity, Archive Studies and Innovations in Archive Studies, Information and Innovation Support of Library Activity, Linguistics of Documents.
- Business Communications and Negotiating, Information and Communication Technologies, PR-Technologies, Social Communications, Strategic Communications
- Digital Technologies in Information Activity, Electronic Record Keeping and E-Government, Web- Design and Computer-Aided Design.

ADVANTAGES OF CHOOSING THIS PROGRAMME

The educational programme provides students with experience and skills on searching, acquiring, analyzing, synthesizing and using information in professional activity, on analyzing internal and external flows of information and successfully managing them.

Good level of communicative competence; the ability to advance an own opinion and understanding of interlocutor's treatment of it, keep in touch with business partners, work in a team; readiness to improve and study throughout life; social and professional mobility; the ability to be active and make decisions quickly.

Graduating students of the Programme are able to provide information and analytical support of organization's activities; to apply the newest intellectual technologies of analysis and information processing; to carry out PR and advertising campaigns; to organize effective record-keeping using the newest information technologies.