

## СИЛАБУС НАВЧАЛЬНОЇ ДИСЦИПЛІНИ

### 1. Загальна інформація про навчальну дисципліну

Повна назва навчальної дисципліни	Юридичне діловодство
Повна офіційна назва закладу вищої освіти	Сумський державний університет
Повна назва структурного підрозділу	юридичний факультет, Кафедра адміністративного, господарського права та фінансово-економічної безпеки
Розробник(и)	Михайловська Євгенія Володимирівна
Рівень вищої освіти	Перший рівень вищої освіти, НРК – 6 рівень, QF-LLL – 6 рівень, FQ-EHEA – перший цикл
Семестр вивчення навчальної дисципліни	16 тижнів протягом 4-го семестру
Обсяг навчальної дисципліни	Обсяг становить 5 кред. ЄКТС, 150 год., з яких 48 год. становить контактна робота з викладачем (24 год. лекцій, 24 год. практичних занять), 102 години самостійна робота - для денної форми навчання. Обсяг становить 5 кред. ЄКТС, 150 год., з яких 8 год. становить контактна робота з викладачем (4 год. лекцій, 4 год. практичних занять), 142 години самостійна робота - для заочної форми навчання.
Мова викладання	Українська

### 2. Місце навчальної дисципліни в освітній програмі

Статус дисципліни	Вибіркова навчальна дисципліна для освітньої програми "Право"
Передумови для вивчення дисципліни	Передумови для вивчення відсутні
Додаткові умови	Додаткові умови відсутні
Обмеження	Обмеження відсутні

### 3. Мета навчальної дисципліни

Мета навчальної дисципліни "Юридичне діловодство" передбачає опанування знань та навичок у питаннях документування та організації роботи з документами (зокрема електронними) у процесі управлінської та правової діяльності; організацію чіткого організаційно-технічного порядку документообігу (зокрема електронного); дотримання стандартів з діловодства в практичній юридичній діяльності.

### 4. Зміст навчальної дисципліни

# Dilovodstvo Kadrovoi Sluzhbi

**Xiaolong Qi**



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