

різноманітні творчі конкурси, святкові заходи, присвячені різним подіям (День учителя, День університету, День факультету, Новий рік тощо).

Подобні заходи ведуть до згуртування студентського колективу, надають студентам можливість неформального спілкування з викладачами й представниками адміністрації, активізують спільну діяльність студентів та викладачів, що сприяє налагодженню комунікації між ними, встановлює довірливі стосунки, формує корпоративний світогляд.

***DOCUMENTATION SCIENCE AS AN OBLIGATORY COMPONENT IN
TRAINING BACHELOR STUDENTS MAJORING IN INFORMATION,
LIBRARY AND ARCHIVAL STUDIES***

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DOI: <http://doi.org/10.5281/zenodo.4554038>

Contemporary trends in digitalizing the world require the improvement in training information specialists as to collecting, recording, organizing, storing, preserving, retrieving, and disseminating printed or digital information. In this context the problem of documentation science as an obligatory component in training bachelor students majoring in Information, Library and Archival Studies is of great importance.

Documentation Science is defined in different ways:

- the study of the recording and retrieval of information;
- as a process by which we brought together, classified and distributed all documents of all kinds of all the areas of human activity;
- the art of collecting classifying and making readily accessible the records of all intellectual activity;
- science about documents and document and communication activity.

There are two main approaches to considering documentation science in Ukraine when teaching it at higher education institutions: documentological (based on Paul Otlet’s ideas) and classical one (based on the ideas of K. G. Mityaev). In M. Ye. Zhukovskiy National Aerospace University “Kharkiv Aviation Institute” the classical approach of documentation science is taught for bachelor students as one of the obligatory components within the education program of the specialty 029 “Information, Library and Archival Studies”. This specialty is also known as 0322 “Library, Information and Archival Studies” abroad and is considered as the study of the methods of selecting, acquiring, organizing, and storing collections of information, and facilitating the use of information. But compared to the education program 029 museum and library studies are included in education program 0322 as its obligatory components. Nevertheless, documentation science is an obligatory component of both education programs in Ukraine and abroad.

The content of the academic subject “Documentation Science” in M. Ye. Zhukovskiy National Aerospace University “Kharkiv Aviation Institute”

is reflected in the relevant curriculum. This discipline is taught to first-year students during the first semester.

The academic subject “Documentation Science” is geared toward forming a system of theoretical and applied knowledge about documents as the main components of document communications, their essences, structures, functions, classifications, as well as their main types and patterns of functioning in document flows.

The main tasks of the academic subject are the following:

- to consider the essence of classifications of documents and their types;
- to analyze components of documentation science;
- to study the legitimacy of documentary and communication activities.

After learning the academic discipline “Documentation Science” students must achieve general, professional competencies and learning outcomes that are relevant to the education program of the specialty 029 “Information, Library and Archival Studies”.

Among general competences that students must have there are the following ones:

- ability to abstract thinking, analysis and synthesis, the generalization of information in the process of creating primary and/or secondary documents, in particular, advertising documents;

- knowledge and understanding of the subject area and the professional activity in the information and service field of the social communication system;

Professional competences concern the following abilities:

- ability to provide selection, analysis, evaluation, systematization, storage, dissemination, and provision of information and knowledge in any form in various subsystems of the social communications system;

- ability to use methods of systematization, search, storage, classification of information for different types of content and media to optimize activities of information institutions;

- ability to create clear, concise and accurate management documentation under current regulations, in particular, to know the requirements for managing documents and relevant standards.

Program learning outcomes are geared toward:

- knowing, understanding and applying in practice the legislative and sectoral regulations for the implementation of information activities;

- ensuring the efficiency of document and communication systems;

- studying in order to deepen the acquired and acquire new professional knowledge to ensure competitiveness in the labor market in today's socio-cultural environment.

Besides, the academic subject has interdisciplinary links with other subjects within the specialty 029 “Information, Library and Archival Studies” including the office work, analytical and synthetic processing of documentary information, archival science, information resources, electronic document management, etc.

During the coronavirus lockdown, this academic subject is taught via e-learning in Mentor which is based on Moodle. All the necessary study materials are available there. And all lectures and practical classes take place through installed into Mentor BigBlueButton web conferencing tool with possibilities of sharing the newest information that is relevant to studying separate topics of the curriculum concerning the academic subject "Documentation Science".

Taking into account the above-mentioned it is possible to state that the academic subject "Documentation Science" is an obligatory component that is responsible for forming knowledge and abilities of future information specialists in the field of Information, Library and Archival Studies.