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The contents and structure of discipline "Computer document science" for future teaching engineers

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Abstract

Currently, meeting the labor market demands for professionals of documents system organization and information activity in productive and non-productive spheres, at the enterprises of different branches, at scientific and research institutes, state archives, educational institutions of all accreditation levels and other establishments of different types of ownership is significantly relevant inasmuch as the success of business activity and development of business subject determine the information awareness. The modern economy is based on the principles, which are maintained by computer technologies. Control of documentation and information processes is one of the leading types of activity, and therefore, the discipline "Computer document science" became advanced and necessary for students of the direction 6.010104 "Professional education (by a profile)".
Keywords: COMPUTER DOCUMENT SCIENCE, ELECTRONIC DOCUMENT, DOCUMENT FLOW, TEACHING ENGINEER

Electronic document flow and the use of electronic documents are regulated by the following legislative documents:

- Constitution of Ukraine;
- Civil Code of Ukraine;
- The laws of Ukraine: "On information"; "On protection of information in automated systems"; "On State Secrets"; "On Telecommunications"; "On Obligatory Copy of Documents"; "On National Archival Fond and Archival Institutions", "On electronic documents and electronic document flow" and other regulatory legal acts.

The Law of Ukraine "On electronic documents and electronic document flow" defines such concepts [5]:

- electronic document - a document, where information is recorded in the form of electronic data, including the required details of the document;
- electronic documents flow (electronic circulation of documents) - a set of processes of creation, processing, sending, transmission, receiving, storage, use and destruction of electronic documents, which are performed using the integrity check and, if necessary, confirming the receiving of these documents.

The reference of implementation of electronic document flow process into educational process can be found in laws of Ukraine:

- In the law "On the Basic Principles of Development of Information Society in Ukraine during 2007-2015", it was planned that it is necessary to develop methodological support of application of computer multimedia technologies when teaching of school subjects and disciplines, considering of students of pedagogical higher educational institutions in teaching systems and professional development of teachers in features of ICT operation; to provide priority of specialists training using ICT in order to improve curricula, open new specialties on the latest ICT, embody the principle "education during the whole life"; to create the systems of remote learning and provide effective implementation and use of ICT at all the educational levels of all forms of education on their basis; to provide the educational and scientific institutions with the modern economic and effective means of ICT and necessary information resources at an adequate level [8];

- In the decree "On the National Doctrine of Development of Education", personal modular training programs of different levels of complexity depending on specific needs and publication of electronic textbooks are developed [7];

- In the law "On the Concept of National Informatization Program", the accent is on the fact that re-search establishments must create and implement the integrated information technologies from different data domains, electronic document flow systems, means of cultural and visual dialog, system of texts understanding, etc. [6].

In the curriculum of training of future teaching engineers, the students of the direction 6.010104 "Professional education (by a profile)" in their second year study the discipline "Computer document science": total amount of hours - 180, number of the credits of ECTS - 6; lectures – 18 hours; practice - 18 hours; laboratory researches - 36 hours; unsupervised activities - 108 hours.

In course of development process of theoretical part of discipline (Table 1), we relied on the leading publications on computer document science and modern records management [2; 3, 9].

Table 1. Topics of lectures

No	Topic
1.	Methodological foundation of knowledge about the document
2.	Systems of documenting and their evolution. Development of information media and their characteristics
3.	Types of document structure and details
4.	Systems of computer documentation of official source, their characteristic
5.	Types of computer documentation of institution
6.	Common features of publications. Typological features of electronic publications
7.	The periodic and proceeding electronic publications
8.	Book as a type of computer document
9.	Ideographic and iconic documents

Scientific, scientific and methodical literature, manuals, textbooks published till 2000 became outdated and are considered as rare books. The numerous manuals and reference manuals, which have appeared recently, are devoted mainly to problems of organization and technology of documentation support of control (i.e. records management), and marginally concern practical problems of professional operation with documents, which provide educational activities and activities of educational institution [1; 4].

The study of the listed problems requires the appropriate educational and methodical support. However, today there are no textbooks meeting ful-

ly the requirements to teaching discipline "Computer document science" for future teaching engineers.

We developed the composition of laboratory practicals of our course (Table 2), considering a subject of document science and main objectives of this scientific discipline for future teaching engineers; namely, theoretical reasons for documentation processes in education; ensuring of high quality of the created documents and their effective functioning; formation of high-organized information educational environment, that is providing of educational institution with full and operational documentary information; development, improvement of information culture of future teaching engineer.

Table 2. Topics laboratory classes

No	Topic	Task
1.	Design of business documents by means of information-communication technologies	To make a personal data file on the basis of the processed documents: personnel record card; responsibility schedule; resume; autobiography; characteristics; copies of education documents. To compose instructions, receipt, explanatory note
2.	Design of scientific documents	To make article, report, summary. To develop structure of term paper, author's summary, qualifying and master's research paper
3.	Development of structure of curricula	To create the cover page. To make calculation according to calendar year and diagram of educational process
4.	Creation of teaching documentation: working and educational programs	To develop the structure of working program: total characteristic of educational subject; structure of the test credits of course; to determine the content of educational subject by informative modules; to make the list of references for course. Formatting of structural design of the document
5.	Creation of a course and long-term schedule for educational subject	To design the cover page. To develop structure of the plan. To describe structural elements (lesson purpose, intersubject communications, complex methodological support, labor object, homework)
6.	Development of magazines	To develop structure of magazine of scientific circle and magazine of curator. To create an electronic log-book of students progress
7.	Development of lessons plans	To develop the structure of plans of notes (on all the forms of education). To make instructive card and task card. To develop visual graphic materials (diagrams, tables, organization charts, etc.)
8.	Design of methodical instructions and electronic manual	To develop structure of electronic publications. Use of hypertext references, automatic formation of the contents, footnotes, notes, list of references, glossary, subject index. To insert objects, tables, organization charts, figures and so forth. To use animation, sound, video. To design running headline. Formatting of structural design of the manual according to requirements of electronic educational publishing
9.	Creation of teacher report	academic load; educational and methodological work; research and development activity; organizational and methodical activity; educational activity; extracurricular activities

Thus, the study of discipline "Computer document science" by students of the direction 6.010104 "Professional education (by a profile)" considering their specifics of future engineering and pedagogical profession offers an opportunity to become the competent expert in their professional field according to the present stage of development of the computer equipment in general and computer document flow in particular for achievement of professional progress; fulfillment of potential; harmonic development of the personality and achievement of the high level of information culture.

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