

**Academic discipline:  
" Maintaining school documentation "**

<b>Code and name of specialty</b>	1-01 02 01 Primary education
<b>Training course</b>	3
<b>Semester of training</b>	6
<b>Number of class hours:</b>	24
<b>Lectures</b>	
<b>Seminar classes</b>	-
<b>Practical classes</b>	24
<b>Laboratory classes</b>	-
<b>Form of current assessment (credit/differential credit/exam)</b>	-
<b>Number of credits</b>	-
<b>Competencies to be formed</b>	Mastering the academic discipline "Maintaining school documentation" should ensure the formation of students' readiness to consciously put legal documents into practice of the elementary school teacher, to familiarize with the list of documents that are maintained by the teacher of primary school, with the requirements for their formalization; to form the ability to keep records in the class register and student record book; to familiarize students with the basic legal documents governing the activities of the first stage of general secondary education;

***Summary of the content of the academic discipline:***

The content of the discipline includes the study of basic legal documents and instructional and methodological materials governing the activities of the first stage of general secondary education. Particular attention is paid to the formation of students' ability to make calendar-thematic and lesson planning, keeping records in the class register and student record book.