




RECORDS MANAGEMENT. WHY DO WE NEED THIS?



Why do you need documentation?

- Everywhere, from a small private clinic or grocery store around the corner to large corporations and international companies use it to provide complete and truthful information.
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Where will you study?

When entering the history Department of BSU, you can study office management and information support for management. Our uniqueness is that nowhere else in Belarus can you find a place for higher education in this discipline, except at the faculty of history.

What disciplines you can study?


You will learn a large number of disciplines, such as:

- Records management
- Foreign language
- Business planning
- Protection of information
- Management
- Juridical disciplines
- Information Technology
- Staff management
- Statistics



How you can study?

We have several computer classes and about 5 interactive whiteboards. We are constantly improving our technical equipment. We have a large number of the best teachers in BSU.





Think about your future now

If you want to get a wide range of skills that will make you a qualified employee - choose the BSU Department of documentation and history!

