

**Subject card**

<b>Subject name and code</b>	Contemporary documentation I, PG_00153362						
<b>Field of study</b>	History						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2024/2025		
<b>Education level</b>	undergraduate studies	<b>Subject group</b>			Obligatory subject group in the field of study		
<b>Mode of study</b>	part-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	1	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	1	<b>ECTS credits</b>			1.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>					
<b>Conducting unit</b>	Zakład Metodologii Historii, Historii Historiografii i Archi -> Instytut Historii -> Faculty of History						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		dr Jarosław Drozd				
	<b>Teachers</b>		dr Jarosław Drozd				
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	7.0	0.0	0.0	0.0	0.0	7
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan	Participation in consultation hours	Self-study	SUM		
	<b>Number of study hours</b>	7	2.0	13.0	22		
<b>Subject objectives</b>	Learning the principles of contemporary records management.						
<b>Learning outcomes</b>	<b>Course outcome</b>	<b>Subject outcome</b>			<b>Method of verification</b>		
	[HISTL3_W01] Knows and understands to an advanced degree selected facts, objects and phenomena and the methods and theories concerning them that explain the complex relationships between them, constituting basic general knowledge in the humanities	The student knows and understands to an advanced degree selected facts, objects and phenomena and concerning them methods and theories explaining complex relations between them, constituting basic general knowledge of records management			[SW1] oral statement/ conversation/discussion		
	[HISTL3_K01] Critically evaluates his/her knowledge, demonstrates a willingness to continually expand his/her knowledge and to seek expert advice if he/she has difficulty solving a problem on his/her own	demonstrates a willingness to expand knowledge of contemporary documentation			[SK8] observation of student's independent or team work		
	[HISTL3_U02] Is able to correctly select and use appropriate methods and tools appropriate to the work of a historian (including advanced information and communication techniques)	The student is able to correctly select and apply appropriate methods and tools appropriate to the work of an archivist			[SU2] presentation/project/paper/report		
	[HISTL3_W11] Knows and understands the basic economic, legal, ethical and other conditions of various professional activities related to history including the basic concepts and principles of industrial property protection and copyright law	Students will know and understand the basic economic, legal, ethical and other determinants of various professional activities related to archival science and contemporary records management			[SW1] oral statement/ conversation/discussion		

Subject contents	Modern documentation and its types, the Registry Manual and the Archive Manual and their role in records management, the file list, office technology.		
Prerequisites and co-requisites	Ability to think constructively, ability to work selectively and conscientiously, willingness to learn new skills.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Frequency	80.0%	10.0%
	Coloquium	50.0%	90.0%
Recommended reading	Basic literature	Dokumentacja w zakładzie pracy. Przepisy kancelaryjne i archiwalne, oprac. K. Radczuk, Warszawa 1975. Pustuła Z., Kancelaria i archiwum zakładowe, Warszawa 2001. Nawrocki S., Rozwój form kancelaryjnych na ziemiach polskich od średniowiecza do końca XX wieku, Poznań 1998.	
	Supplementary literature	Robótka H., Tomczak A., Ryszewski B., Archiwistyka, Warszawa 1989	
	eResources addresses	Adresy na platformie eNauczanie:	
Example issues/ example questions/ tasks being completed	Characterise the types of contemporary documentation.		
Work placement	Not applicable		

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