

Subject card

Subject name and code	Classification systems in documentation management, PG_00153375						
Field of study	History						
Date of commencement of studies	October 2024	Academic year of realisation of subject			2024/2025		
Education level	undergraduate studies	Subject group			Obligatory subject group in the field of study		
Mode of study	part-time studies	Mode of delivery			at the university		
Year of study	1	Language of instruction			Polish		
Semester of study	1	ECTS credits			1.0		
Learning profile	academic	Assessment form					
Conducting unit							
Name and surname of lecturer (lecturers)	Subject supervisor		dr Jarosław Drozd				
	Teachers		dr Jarosław Drozd				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	5.0	0.0	0.0	0.0	0.0	5
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	5		2.0		15.0	22
Subject objectives	Familiarisation with classification systems in records management						
Learning outcomes	Course outcome		Subject outcome			Method of verification	
	[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		Students critically appraise their knowledge and are prepared to continually extend their knowledge and to seek advice from experts in the field of archival science, especially when they have difficulties in solving problems related to records management themselves.			[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)		Students will be able to select and apply correctly the methods and tools appropriate to the work of an archivist (including those related to records management).			[SU4] test/exam - oral or written	
	[HISTL3_W02] Has advanced, chronologically and thematically ordered knowledge of the history of ancient and modern Polish lands		The student has advanced, chronologically and thematically ordered knowledge of archival science and records management, including classification systems			[SW4] test/exam - oral or written	
Subject contents	Registry (definition and meaning); registry system (journal, non-journal, mixed); norms governing the organisation and functioning of the registry; registry instructions; list of files.						
Prerequisites and co-requisites							
Assessment methods and criteria	Subject passing criteria		Passing threshold			Percentage of the final grade	
			0.0%			20.0%	
			51.0%			80.0%	

Recommended reading	Basic literature	<p>Dokumentacja w zakładzie pracy. Przepisy kancelaryjne i archiwalne, Warszawa 1975.</p> <p>W. Jarzębowski, Nowoczesne biuro. Organizacja i technika, Warszawa 1972.</p> <p>E. Jendrzyczak, Korespondencja biurowa, Warszawa 2006.</p> <p>H. Krystek, Organizacja pracy kancelaryjnej, [w:] Vademecum kancelaryjno - archiwalne, pod red. K. Strykowskiego, Poznań 2006, s. 25-61.</p> <p>I. Radtke, Jednolite rzeczowe wykazy akt, Archeion t. 44, 1966.</p> <p>I. Radtke, Kancelaria współczesna, Archeion, t. 100, 1999.</p> <p>H. Robótka, Co o wykazach akt wiedzieć należy, cz. I - Archiwista Polski, 2005, nr 1; cz. II - Archiwista Polski, 2005, nr 2.</p>
	Supplementary literature	<p>W. Mikołajczewska, T. Noch, Organizacja pracy biurowej, Wybrane zagadnienia, Gdańsk 2007.</p> <p>H. Robótka, Współczesna biurowość. Zagadnienia ogólne, Toruń 2010.</p>
	eResources addresses	Adresy na platformie eNauczanie:
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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