

**Subject card**

<b>Subject name and code</b>	Contemporary office I, PG_00153376						
<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>	5.0	0.0	0.0	0.0	0.0	5
	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>	5		2.0		15.0	22
<b>Subject objectives</b>	Learning about the principles of modern office life.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[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	The student knows and understands the basic economic, legal, ethical and other determinants of various professional activities related to archival science and documentation management	[SW4] test/exam - oral or written
	[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 are able to correctly select and apply appropriate methods and tools appropriate to the work of an archivist (including advanced techniques of information and communication techniques)	[SU2] presentation/project/paper/report
	[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 assess their knowledge, are ready to continuously expand it and, as well as to consult an expert opinion in case of difficulties with solving a problem independently	[SK8] observation of student's independent or team work
	[HISTL3_U03] Is able to communicate with the public using specialist terminology specific to historical and related sciences	Students are able to communicate with the environment using specialist terminology specific to archivistics	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report
[HISTL3_W03] Has advanced, structured detailed knowledge of universal history (in terms of the five major historical eras) in chronological and thematic terms	The student has advanced, structured detailed knowledge of archival science and records management in chronological and thematic	[SW4] test/exam - oral or written	
Subject contents	Modern documentation and its types, the Registry Instruction and the Archive Instruction and their role in records management, the file list, office technology.		
Prerequisites and co-requisites	None		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Frequency	80.0%	10.0%
	Colloquium	50.0%	90.0%
Recommended reading	Basic literature	Kancelaria i archiwum zakładowe. Podręcznik, red. E. Borodij, Warszawa 2009 Pustuła Z., Kancelaria i archiwum zakładowe, Warszawa 2001.	
	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 basic norms of filing and archiving.		
Work placement	Not applicable		

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