

Subject card

Subject name and code	Contemporary documentation II, PG_00153388						
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	2	ECTS credits			1.0		
Learning profile	academic	Assessment form					
Conducting unit	Zakład Metodologii Historii, Historii Historiografii i Archi -> Instytut Historii -> Faculty of History						
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	8.0	0.0	0.0	0.0	0.0	8
	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	8		2.0		12.0	22
Subject objectives	Learning the principles of contemporary 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	The student critically evaluates his/her knowledge, shows readiness to constantly expand it, and to seek expert advice in the event of difficulties with solving problems in the field of records management on their own	[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 record management	[SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report
[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	[SW2] presentation/project/paper/report	
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
	Colloquium	50.0%	90.0%
	Frequency	80.0%	10.0%
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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