

**Subject card**

|  |   |   |                                     |   |  |         |     |
|--|---|---|-------------------------------------|---|--|---------|-----|
| <b>Subject name and code</b>   | Introduction to the problems of records management II, PG_00153390  |   |                                     |   |  |         |     |
| <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>   | 2   | <b>ECTS credits</b>   |                                     |   | 1.0  |         |     |
| <b>Learning profile</b>  | academic  | <b>Assessment form</b>  |                                     |   |  |         |     |
| <b>Conducting unit</b>   |   |   |                                     |   |  |         |     |
| <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>  | Familiarisation with the basic principles of records management   |   |                                     |   |  |         |     |
| <b>Learning outcomes</b>   | <b>Course outcome</b>   | <b>Subject outcome</b>  |                                     |   | <b>Method of verification</b>                  |         |     |
|  | [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, demonstrates a willingness to continually extend it and to seek expert advice if he/she finds it difficult to solve a problem on his/her own  |                                     |   | [SK2] presentation/project/paper/report        |         |     |
|  | [HISTL3_U03] Is able to communicate with the public using specialist terminology specific to historical and related sciences  | the student is able to communicate with the public using specialist terminology specific to archival science  |                                     |   | [SU2] presentation/project/paper/report        |         |     |
|  | [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 use methods and tools appropriate to the work of an archivist (including advanced information and communication technology)   |                                     |   | [SU2] presentation/project/paper/report        |         |     |
|  | [HISTL3_W04] Student is familiar with various fields of historical research, such as political history, social history, economic history, cultural history, family history, gender history, etc.            | Students will be familiar with the various fields of research in the field of archival science and records management, such as the study of archival processes, including filing and archiving processes, informatics research, including information systems, etc. |                                     |   | [SW2] 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 terms  |   |                                     | [SW2] presentation/project/paper/report |  |         |     |

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| Subject contents   | Bibliography on records management; the law office (definition and meaning), the law office system, norms governing the organisation and functioning of the law office, the law office instruction, the list of files, the law office form of a letter, law office activities, the circulation of letters in the institution, the accrual of case files. |   |                               |
| Prerequisites and co-requisites                                |  |   |                               |
| Assessment methods and criteria                                | Subject passing criteria   | Passing threshold   | Percentage of the final grade |
|  |  | 51.0%   | 100.0%                        |
| Recommended reading  | Basic literature   | <p>T. Bogusławska, Praca biurowa, cz. 1 i cz. 2: Praca w nowoczesnym biurze, Warszawa 2003.</p> <p>H. Krystek, Organizacja pracy kancelaryjnej, [w:] Vademecum kancelaryjno-archiwalne, pod red. K. Strykowskiego, Poznań 2006.</p> <p>H. Robótka, Współczesna biurowość. Zagadnienia ogólne, Toruń 2010.</p> |                               |
|  | Supplementary literature   | <p>W. Mikołajczewska, T. Noch, Organizacja pracy biurowej, Wybrane zagadnienia, Gdańsk 2007.</p> <p>I. Radtke, Kancelaria współczesna, Archeion, t. 100, 1999.</p> <p>Przepisy prawne podawane w trakcie zajęć dostępne ze strony: <a href="http://www.sejm.gov.pl">http://www.sejm.gov.pl</a></p>            |                               |
|  | eResources addresses   | Adresy na platformie eNauczanie:  |                               |
| Example issues/<br>example questions/<br>tasks being completed |  |   |                               |
| Work placement   | Not applicable   |   |                               |

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