University of Gdańsk

Subject card

Subject name and code	Contemporary Office II, PG_00168430						
Field of study	History						
Date of commencement of studies	October 2026		Academic year of realisation of subject	2026/2027			
Education level	Bachelor's studies		Subject group	Obligatory subject group in the field of study			
Mode of study	part-time studies		Mode of delivery	e-learning			
Year of study	1		Language of instruction	Polish			
Semester of study	2		ECTS credits	2.0			
Learning profile	academic		Assessment form	exam			
Conducting unit	Division of Methodology of History, History of Historiography and Archival Science -> Institute of History -> Faculty of History -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Anna Siekierska				
	Teachers						
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: 5.0						
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	43.0	50	
Subject objectives	Learning about the principles of modern office life						

<table>
<tr><td>Learning outcomes</td><td>
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<tr><th>Course outcome</th><th>Subject outcome</th><th>Method of verification</th></tr>
<tr><td>[HISTL3_K05] Is ready to perform professional roles responsibly and to adhere to the professional ethics of the historian and to demonstrate an understanding of the world of values and attitudes of people in different historical periods and contexts</td><td>Is ready to responsibly and ethically perform tasks related to the organization and functioning of a modern office, taking into account the principles of information protection and proper handling of documentation.</td><td>[SK8] observation of student's independent or team work</td></tr>
<tr><td>[HISTL3_W03] The student has advanced, well-structured and detailed knowledge of general history (covering the main historical periods) in both chronological and thematic terms, enabling them to deepen their knowledge and develop their research interests within their chosen specialisation</td><td>The student has advanced, structured detailed knowledge of of archival science and records management in chronological and thematic</td><td>[SW4] test/exam - oral or written</td></tr>
<tr><td>[HISTL3_W11] Knows and understands the economic, legal, ethical and other conditions affecting various types of professional activity related to history, including the concepts and principles of industrial property protection and copyright law.</td><td>A student knows and understands the basic economic, legal, ethical and
other determinants of various professional activities related to archival science and documentation management</td><td>[SW4] test/exam - oral or written</td></tr>
<tr><td>[HISTL3_U03] The student is able to communicate with others using specialist terminology relevant to history and related disciplines, including
terms from their chosen professional specialisation.</td><td>Students are able to communicate with the environment using specialist terminology specific to historical and related sciences</td><td>[SU4] test/exam - oral or written</td></tr>
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<tr><td>Subject contents</td><td>Modern documentation and its types, the Registry Instruction and the Archive Instruction and their role in records management, the file list, office technology.</td></tr>
<tr><td>Prerequisites and co-requisites</td><td>Passing a course in the previous semester</td></tr>
<tr><td>Assessment methods and criteria</td><td>
<table>
<tr><th>Subject passing criteria</th><th>Passing threshold</th><th>Percentage of the final grade</th></tr>
<tr><td>Frequency</td><td>70.0%</td><td>30.0%</td></tr>
<tr><td>Exam</td><td>50.0%</td><td>70.0%</td></tr>
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<tr><td>Recommended reading</td><td>
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<tr><td>Basic literature</td><td>Kancelaria i archiwum zakładowe. Podręcznik, red. E. Borodij, Warszawa 2009
Pustuła Z., Kancelaria i archiwum zakładowe, Warszawa 2001.</td></tr>
<tr><td>Supplementary literature</td><td>Robótka H., Tomczak A., Ryszewski B., Archiwistyka, Warszawa 1989</td></tr>
<tr><td>eResources addresses</td><td></td></tr>
</table>
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<tr><td>Example issues/ example questions/ tasks being completed</td><td>Characterise the basic norms of filing and archiving.</td></tr>
<tr><td>Work placement</td><td>Not applicable</td></tr>
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