

Subject card

Subject name and code	Introduction to the problems of records management I, PG_00168427						
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 Subject group related to scientific research 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			credit	
Conducting unit							
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: 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		20.0	27
Subject objectives	Familiarisation with the basic principles of records management						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[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,	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_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_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
	[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
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	T. Bogusławska, Praca biurowa, cz. 1 i cz. 2: Praca w nowoczesnym biurze, Warszawa 2003. H. Krystek, Organizacja pracy kancelaryjnej, [w:] Vademecum kancelaryjno-archiwalne, pod red. K. Strykowski, Poznań 2006. H. Robótka, Współczesna biurowość. Zagadnienia ogólne, Toruń 2010.	
	Supplementary literature	W. Mikołajczewska, T. Noch, Organizacja pracy biurowej, Wybrane zagadnienia, Gdańsk 2007. I. Radtke, Kancelaria współczesna, Archeion, t. 100, 1999. Przepisy prawne podawane w trakcie zajęć dostępne ze strony: http://www.sejm.gov.pl	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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