

Subject card

Subject name and code	Contemporary office I, PG_00168426						
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		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	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: 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	Learning about the principles of modern office life.						

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)	: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_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_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
	Colloquium	50.0%	70.0%
	Frequency	70.0%	30.0%
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		
Example issues/ example questions/ tasks being completed	Characterise the basic norms of filing and archiving.		
Work placement	Not applicable		

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