University of Gdańsk

Subject card

Subject name and code	Management of Documentation in Contemporary Office I, PG_00168428						
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	1		ECTS credits	2.0			
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	20.0	0.0	0.0	0.0	0.0	20
	E-learning hours included: 20.0						
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	20		2.0	28.0	50	
Subject objectives	Familiarization with the organization of office work in modern institutions, as well as with the filing and archiving processes of contemporary (traditional) documentation.						

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	He critically evaluates his knowledge, demonstrates a willingness to constantly expand his knowledge and consult the lecturer in case of difficulties in solving a problem on his own.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report
[HISTL3_U02] Is able to select methods and tools appropriate to historical research and practice, including advanced information and communication technologies (ICT).	Students are able to correctly select and apply methods and tools appropriate to the work of an archivist (including advanced information and communication techniques).	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report
[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.	The student knows and understands the basic economic, legal, ethical and other conditions of various professional activities related to records management in the modern office.	[SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report
[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.	Able to communicate with the public using specialized terminology specific to archival science and related sciences.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report
[HISTL3_W01] Has an advanced knowledge and understanding of selected facts, objects and phenomena, as well as the methods and theories that explain the complex relationships between them, constituting fundamental general knowledge in the humanities	The student knows and understands to an advanced degree selected facts, objects and phenomena, as well as methods and theories pertaining to them that explain the complex interrelationships between them, constituting basic general knowledge of records management.	[SW1] oral statement/conversation/discussion [SW2] presentation/project/paper/report

Subject contents

Registry instructions and archival instructions and their role in records management; the file list and its role in traditional (file) records management.

Prerequisites and co-requisites

Assessment methods and criteria

Subject passing criteria	Passing threshold	Percentage of the final grade
Participation in problem discussions.	51.0%	25.0%
Preparation of practical work.	51.0%	75.0%

Recommended reading

Basic literature

Bandach R., Stosowanie rzeczowych wykazów akt w administracji samorządowej, (w:) Archiwa samorządowe w służbie mieszkańców i administracji publicznej. II Krajowe sympozjum archiwalne 2829 września 1999, pod red. J. Porazińskiego i Z. Pustuły, Warszawa 1999, s. 121-127; Borodin E., Współczesne przepisy kancelaryjno-prawne, ich zalety i wady, (w:) Archiwa i archiwiści w dobie społeczeństwa informacyjnego. Pamiętnik IV Powszechnego Zjazdu Archiwistów Polskich, Szczecin 12-13 IX 2002, t. I, pod red. D. Nałęcz, Toruń 2002, s. 115-134; Kantor T., Przepisy kancelaryjno-archiwalne jednostki organizacyjnej wytwarzającej dokumentację elektroniczną, Archeion t. 107, 2004, s.301-308; Twigge S., Ocena dokumentów elektronicznych (w:) Archiwa w postaci cyfrowej. Materiały międzynarodowych warsztatów DELOS CEF, pod red. E. Rosowskiej, Warszawa 2003, s. 132-139; Wajs H., Archiwa wobec e-rządu i społeczeństwa informacyjnego (w:) Archiwa i archiwiści w dobie społeczeństwa informacyjnego. Pamiętnik IV Powszechnego Zjazdu Archiwistów Polskich, t.1, pod red. D. Nałęcz, Toruń 2002, s.55-64; Wajs H., Przechowywanie obiektów elektronicznych w długim czasie prezentacja www.archiwa.gov.pl; Żeglińska A., Komputeryzacja i digitalizacja w archiwach, [w:] VI Powszechny Zjazd Archiwistów Polskich we Wrocławiu: Zatrzymać przeszłość. Dogonić przyszłość, Wrocław, dn. 57 września 2012 r., red. W. Chorążyczewski i K. Stryjkowski, Warszawa 2013, s. 7985

	Supplementary literature	Żeglińska A., Metoda wyszukiwania informacji, [w:] Symposia Archivistica, t. 6: Problemy wyszukiwania informacji w polskich archiwach, red. A. Żeglińska i M. Żuławnik, Warszawa 2020, s. 94-106; Żeglińska A., Wpływ rewolucji cyfrowej na powstanie nowych narzędzi wyszukiwania informacji o narodowym zasobie archiwalnym i archiwach, [w:] Nauka o informacji w okresie zmian: rewolucja cyfrowa: infrastruktura, usługi, użytkownicy; Information science in the change: digital revolution: infrastructure, services, users, red. B. Sosińska-Kalata, M. Roszkowski i Z. Wiorogórska, Seria: Miscellanea Informatologica Varsoviensia, vol. 10 Nauka, Dydaktyka, Praktyka, t. 201, Warszawa 2020.
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

Document generated electronically. Does not require a seal or signature.