

1.	Field of study	History
2.	Faculty	Faculty of Humanities
3.	Academic year of entry	2024/2025 (winter term)
4.	Level of qualifications/degree	first-cycle studies
5.	Degree profile	general academic
6.	Mode of study	full-time

7.	General information about the module	
Module name	Modern office for administrative staff	
Module code	W1-HI-S1-WKPA	
Number of the ECTS credits	3	
Language of instruction	Polish	
Purpose and description of the content of education	Celem realizacji modułu jest nabycie przez uczestnika wiedzy i umiejętności powiązanych tematycznie z zagadnieniami współczesnej kancelarii, przydatnych pracownikom administracji	
List of modules that must be completed before starting this module (if necessary)	not applicable	

8.	Learning outcomes of the module		
Code	Description	Learning outcomes of the programme	Level of competenc (scale 1-5)
WKPA_1	W zaawansowanym stopniu zna i rozumie: wybrane fakty, procesy i zjawiska oraz terminologię z zakresu współczesnej kancelarii, przydatne pracownikom administracji	HI1_W01	3
WKPA_10	Jest przygotowany w zakresie wiedzy i umiejętności z zakresu współczesnej kancelarii do pełnienia wybranego zawodu (związanego ze specjalnością administracyjno-samorządową)	HI1_K06	3
WKPA_2	Posiada uporządkowaną wybraną wiedzę szczegółową z zakresu współczesnej kancelarii, przydatną do wykonywania zadań związanych ze specjalnością administracyjno-samorządową	HI1_W02	3
WKPA_3	Zna i rozumie wpływ działalności współczesnej kancelarii na fundamentalne dylematy współczesnej cywilizacji	HI1_W04	3
WKPA_4	Potrafi wykorzystać posiadaną wiedzę z zakresu współczesnej kancelarii: formułuje i rozwiązuje typowe problemy oraz wykonuje zadania w warunkach nie w pełni przewidywalnych;	HI1_U01	3
WKPA_5	Właściwie dobiera i stosuje metody i narzędzia, w tym techniki informacyjno-komunikacyjne, z zakresu współczesnej kancelarii, przydatne pracownikom administracji	HI1_U02	3
WKPA_6	Potrafi budować wypowiedzi z użyciem terminologii charakterystycznej dla współczesnej kancelarii, m.in. przedstawiając i oceniając różne opinie i stanowiska	HI1_U03	3
WKPA_7	Jest gotów do krytycznej oceny posiadanej wiedzy i odbieranych treści z zakresu współczesnej kancelarii	HI1_K01	3
WKPA_8	Rozumie i respektuje znaczenie wiedzy o współczesnej kancelarii w rozwiązywaniu problemów poznawczych i praktycznych	HI1_K02	3

WKPA_9	Rozumie potrzebę zasięgnięcia opinii ekspertów w przypadku trudności z samodzielnym rozwiązaniem problemu z zakresu współczesnej kancelarii	HI1_K03	3
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9. Methods of conducting classes		
Code	Category	Name (description)
a01	Lecture methods / expository methods	Formal lecture/ course-related lecture <i>a systematic course of study involving a synthetic presentation of an academic discipline; its implementation assumes a passive reception of the information provided</i>
a05	Lecture methods / expository methods	Explanation/clarification <i>explication involving the derivation of a predetermined theorem from other, already known ones, in the number of steps specified by the person teaching the course</i>
b04	Problem-solving methods	Activating method – discussion / debate <i>an exchange of views supported by substantive arguments leading to a clash of different views, a compromise or the identification of common positions; it proceeds according to previously agreed-upon rules regarding the time, manner and turn-taking as well as the principles of civil discourse; a discussion is not a competition but aims at finding the best solutions or presenting different points of view; its varieties include brainstorming, Oxford-style debate, panel discussion, decision tree, conference discussion; a debate is an orderly dispute between supporters and opponents of a viewpoint, usually specialists in the field or pre-selected representatives of a group dealing with a common problem</i>
d03	Programmed learning methods	Working with another teaching tool <i>e.g. using websites in any way or according to the rules set by the teacher; or making use of other subject-specific tools</i>
f01	Methods of self-learning	Self-education <i>a method which involves independent acquisition of knowledge, skills and social competences, extending their scope and quality; complementary to the learning process taking place in class; taking on the task of developing and adjusting qualifications on one's own; self-study</i>
f02	Methods of self-learning	Individual work with a text <i>searching for and acquiring new information using textbooks and other written sources (including their digital versions); searching for texts, selecting fragments for analysis/interpretation, using other texts to solve a problem related to the studied issue</i>
f03	Methods of self-learning	Conceptual work <i>a (mainly intellectual) activity carried out independently (or in a selected group) resulting in the creation of a concept, idea or project; creating a plan based on a vision; developing a general outline of a project; producing a simplified sketch of the variant versions of a procedure/product/work</i>

10. Forms of teaching					
Code	Name	Number of hours	Assessment of the learning outcomes of the module	Learning outcomes of the module	Methods of conducting classes
WKPA_fs_1	lecture	15	course work	WKPA_1, WKPA_10, WKPA_2, WKPA_3, WKPA_4, WKPA_5, WKPA_6, WKPA_7, WKPA_8, WKPA_9	a01, a05, f01, f02, f03
WKPA_fs_2	practical classes	15	course work	WKPA_1, WKPA_10, WKPA_2, WKPA_3, WKPA_4, WKPA_5, WKPA_6, WKPA_7, WKPA_8, WKPA_9	b04, d03, f01, f02, f03

11. The student's work, apart from participation in classes, includes in particular:			
Code	Category	Name (description)	Is it part of the BUNA?
a01	Preparation for classes	Search for materials and review activities necessary for class participation <i>reviewing literature, documentation, tools and materials as well as the specifics of the syllabus and the range of activities indicated in it as required for full participation in classes</i>	Yes
a02	Preparation for classes	Literature reading / analysis of source materials <i>reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class</i>	Yes
a03	Preparation for classes	Developing practical skills <i>activities involving the repetition, refinement and consolidation of practical skills, including those developed during previous classes or new skills necessary for the implementation of subsequent elements of the curriculum (as preparation for class participation)</i>	Yes
b01	Consulting the curriculum and the organization of classes	Getting acquainted with the syllabus content <i>reading through the syllabus and getting acquainted with its content</i>	Yes
c02	Preparation for verification of learning outcomes	Studying the literature used in and the materials produced in class <i>exploring the studied content, inquiring, considering, assimilating, interpreting it, or organizing knowledge obtained from the literature, documentation, instructions, scenarios, etc., used in class as well as from the notes or other materials/artifacts made in class</i>	Yes
e01	Activities complementary to the classes	Undertaking, on one's own initiative and individually, activities aimed at expanding the scope or depth of the teaching content, also beyond the walls of the University <i>a set of activities undertaken independently and on the student's own initiative, aimed at expanding the depth and scope of knowledge and skills, their revision and repetition, retention or verification, also activities carried outside the university, e.g., in a culture promoting or educational institution, a laboratory, in the open air, etc.; also self-education</i>	Yes

Information on the details of the module implementation in a given academic year can be found in the syllabus available in the USOS system: <https://usosweb.us.edu.pl>.