1.	**Field of study**	**Administration**
2.	Faculty	Faculty of Law and Administration
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	**Office technology and computerization of administration**
Module code	tbia_a1_01
Number of the ECTS credits	3
Language of instruction	Polish
Purpose and description of the content of education	The purpose of the module is to familiarize students with the organization of office work, the principles of correspondence creation and the use of telematics tools in administration. The module forms five thematic areas: 1) principles of editing and drafting office letters and letters created for administrative proceedings, the meaning and construction of blanks and forms, 2) the functioning of modern clerking - the use of databases, registers and records, the diary-less clerical system, the circulation of letters in the office and the principles of delivery, 3) management of information in the institution - access to public information, protection of classified information and organization of a secret office in the institution and the office, 4) the basics of archival law - the basic sources and regulations of archival law, the basics of archival classification of documents, the organization and functioning of the company archive in the institution and office, the basic archival aids (ways to create and use them), 5) directions of development, importance and practical consequences of computerization processes in public administration.
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)
K01	is ready to seek solutions using office organization techniques, proposes solutions to specific problems, working independently or as part of a team	K_K02 K_K04	4 4
U01	is able to use the acquired knowledge of office techniques, regulations of archival law in the work of administration, solving professional dilemmas that arise	K_U07	4
U02	is able to ethically manage human resources, using the tools of modern office, communicating with different audiences, using expert opinion	K_U10	5
W01	has knowledge of modern administration and the basics of its operation in terms of office techniques and the use of information systems	K_W04 K_W14	4 3

W02	knows and understands data acquisition tools and methods	K_W10	5

9.	Methods of conducting classes	
Code	**Category**	**Name (description)**
a01	Lecture methods / expository methods	Formal lecture/ course-related lecture *a systematic course of study involving a synthetic presentation of an academic discipline; its implementation assumes a passive reception of the information provided*

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**
01	lecture	30	course work	K01, U01, U02, W01, W02	a01

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 *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*	No
a02	Preparation for classes	Literature reading / analysis of source materials *reading the literature indicated in the syllabus; reviewing, organizing, analyzing and selecting source materials to be used in class*	No
a03	Preparation for classes	Developing practical skills *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)*	No
a04	Preparation for classes	Consulting materials complementary to those indicated in the syllabus *agreeing on materials complementary to those indicated in the syllabus, supporting the implementation of tasks resulting from or necessary for class participation*	No
a05	Preparation for classes	Production/preparation of tools, materials or documentation necessary for class participation *developing, preparing and assessing the usefulness of tools and materials (e.g. aids, scenarios, research tools, equipment, etc.) to be employed in class or as an aid when preparing for classes*	No
b01	Consulting the curriculum and the organization of classes	Getting acquainted with the syllabus content *reading through the syllabus and getting acquainted with its content*	No
b02	Consulting the curriculum and the organization of classes	Verification / adjustment / discussion of syllabus provisions *consulting the content of the syllabus, possibly in the presence of the year tutor or members of the class group, and, if necessary, reassessing the provisions concerning special conditions for class participation, e.g., space and time requirements, technical and other requirements, including conditions for participation in classes outside the walls of the university, classes organized in blocks, organized online, etc.*	No
c03	Preparation for verification of learning outcomes	Implementation of an individual or group assignment necessary for course/phase/ examination completion *a set of activities aimed at performing an assigned task, to be executed out of class, as an obligatory phase/element of the verification of the learning outcomes assigned to the course*	No

d01	Consulting the results of the verification of learning outcomes	Analysis of the corrective feedback provided by the academic teacher on the results of the verification of learning outcomes *reading through the academic teacher's comments, assessments and opinions on the implementation of the task aimed at checking the level of the achieved learning outcomes*	No
d02	Consulting the results of the verification of learning outcomes	Development of a corrective action plan as well as supplementary/corrective tasks *reviewing and selecting tasks and activities enabling the elimination of errors indicated by the academic teacher, their verification or correction resulting in completing the task with at least the minimum passing grade*	No

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.