Academic course description

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| BACHELOR ‘S PROGRAMME**HISTORY**2nd YEAR OF STUDY, 2nd SEMESTER |

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| **Course title** | | **specialization-related traineeship** |
| Course code | | 31050040010SL1312404 |
| Course type | | full attendance / tutorial |
| Course level | | 1st cycle (bachelor’s degree) |
| Year of study, semester | | 2nd year of study, 2nd semester |
| Number of ECTS credits | | 4 |
| Number of hours per week | | 30 |
| Name of lecture holder | | Professor PhD Petronel Zahariuc |
| Name of seminar holder | | Professor PhD Petronel Zahariuc |
| Prerequisites | | Advanced level of French |
| A | **General and course-specific competences** | |
|  | **General competences**:   * Interpretation, at an elementary level, of information from reference works and databases in the field of Archival studies, explaining their main characteristics * Quick identification and correct usage of the data offered by the historical sources which can be found within the archival collections * Raising awarness of the issue concerning the archive document and the situation of the institutional archives within the current context.   **Course-specific competences**:   * Retrieving information about the historical past. * Establishing historical facts based on information from sources and from outside the sources. * Knowledge of the basic archival terminology. * Knowledge of the archival legislation in force. | |
| B | **Learning outcomes** | |
|  | - knowledge of the basic archival terminology;  - specifying the research methods and techniques;  - understanding the importance of the archive documents in reconstructing the past. | |
| C | **Lecture content** | |
|  | - practical applications within institutions. | |
| D | **Recommended reading for lectures** | |
|  | - *Legea Arhivelor Naţionale nr. 16/1996*, republished.  - *Norme tehnice privind desfăşurarea activităţilor în Arhivele Naţionale, aprobate de Directorul general prin Ordinul nr. 227 din 18 iunie 1996*, Bucharest, 1997.  - *Instrucţiuni privind activitatea de arhivă la creatorii şi deţinătorii de documente*  - *Arhivele Statului. 125 ani de activitate. 1831-1956*, Bucharest, 1957.  - Laurenţiu Mera, *Îndreptar arhivistic*, Cluj-Napoca, 2001. | |
| E | **Seminar content** | |
|  | 1. evidence of documents: ordering.  2. evidence of documents: inventory.  3. selection of documents; types of documents, books.  4. microfilms; manuscripts.  5. collections of coats of arms, seals, sealing molds, rare books. | |
| F | **Recommended reading for seminars** | |
|  | - Aurelian Sacerdoţeanu, *Arhivistica*, Bucharest, 1971.  *-* Idem*, Instrucţiuni arhivistice,* Bucharest, 1948.  - Adina Drăghicescu-Berciu, *Arhivistica – Curs general*, Bucharest, 1997.  - Florea Boeraş, *Consideraţii cu privire la noţiunea de fond arhivistic*, in “Revista Arhivelor”, 1974, no. 1-2, pp. 269-274.  - Andrei Caciora, *Fondarea documentelor create de către organele teritoriale ale administraţiei de stat*, in “Revista Arhivelor”, 1987, no. 2, pp. 195-196.  - Laurenţiu Mera, *Îndreptar arhivistic pentru personalul care creează, păstrează şi foloseşte documente*, Cluj-Napoca, 2001.  *- Modalităţi de perfecţionare a evidenţei fondurilor şi colecţiilor arhivistice*, in “Revista Arhivelor”, 1987, no. 4, pp. 431-445.  - Marin Radu Mocanu, *Colecţia arhivistică*, in “Revista Arhivelor”, 1986, no. 1, pp. 37-40.  - Marin Radu Mocanu, Tudor Mateescu, *Noi consideraţii privind noţiunea de colecţie arhivistică*, in “Revista Arhivelor”, 1989, no. 2, pp. 227-229. | |
| G | **Education style** | |
| learning and teaching methods | | **Lecture:**  - practical applications  - heuristic conversation  **Seminar:**  - practical applications  - heuristic conversation |
| assessment methods | | - Written essay (100%) |
| Language of instruction | | French |