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.
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| 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 |