

COURSE/MODULE DESCRIPTION (SYLLABUS)

1.	Course/module Digitalization and metadata management
2.	University department Institute of History
3.	Course/module code
4.	Course/module type – mandatory (compulsory) or elective (optional) elective
5.	University subject (programme/major) Public history
6.	Degree: (<i>master, bachelor</i>) Master
7.	Year (if applicable)
8.	Semester (<i>autumn, spring</i>)
9.	Form of tuition and number of hours Lecture, 30 h
10	Name, Surname, academic title Prof. Przemysław Wiszewski
11	Initial requirements (knowledge, skills, social competences) regarding the course/module and its completion
12	Objectives Presenting current issues of digitalization in administration, economy, industry, science and culture, including the introduction of digital document management systems, of archiving documents in a digital form. Familiarizing

	students with the legal regulations, metadata standards and management of digital resources from their creation throughout their life-cycle up to archiving.	
13	Learning outcomes Has knowledge about the research in digitalization in administration, science and culture, including the creation of sources in digital form, and ways, means and tools of its popularization. Has detailed knowledge about the electronic document management and collecting and permanent preservation of digital data, their influence on shaping new forms of historical memory. Knows and understands basic terms and principles of the protection of intellectual property and the necessity and rules of copyright management, also in digital form. Has systematic specialized detailed knowledge about metadata management, providing access and promoting metadata with the use of IT tools. Can search, analyze, evaluate, select and integrate information created and gathered on digital carriers and formulate critical opinions based on them. Correctly identifies and solves the dilemmas related to the digitalization and metadata management	Outcome symbols, e.g.: <i>K_W01*</i>, <i>K_U05</i>, <i>K_K03</i> K_W04 K_W06 K_W09 K_W12 K_U01 K_K04
14	Content Digitalization in administration. Digitalization in science (repositories of knowledge, of theses, USOS and the systems dedicated to the institutions of higher education). Digitalization in culture. Open-access resources Digital document management Management of photo-, audio- and video-documentation in digital form. Metadata standards and recording formats.	

	Mass storage devices. Digital data security. Digital data archiving.										
15 .	Recommended literature										
16 .	Ways of earning credits for the completion of a course /particular component, methods of assessing academic progress: Lecture: test and specialization exam										
17 .	Language of instruction English										
18 .	Student's workload										
	<table> <tr> <th>Activity</th><th>Average number of hours for the activity</th></tr> <tr> <td>Hours of instruction (as stipulated in study programme) : - lecture:</td><td>30</td></tr> <tr> <td>student's own work, e.g.: - preparation before class (lecture, etc.) - preparing for exam:</td><td>15 45</td></tr> <tr> <td>Hours</td><td>90</td></tr> <tr> <td>Number of ECTS</td><td>3</td></tr> </table>	Activity	Average number of hours for the activity	Hours of instruction (as stipulated in study programme) : - lecture:	30	student's own work, e.g.: - preparation before class (lecture, etc.) - preparing for exam:	15 45	Hours	90	Number of ECTS	3
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* Key to symbols:

K (before underscore) - learning outcomes for the programme

W - knowledge

U - skills

K (after underscore) - social competences

01, 02, 03 and subsequent - consecutive number of learning outcome