COURSE SYLLABUS

1. Information about the study program

1.1 University	Babeș-Bolyai University
1.2 Faculty	Faculty of History and Philosophy
1.3 Department	International Studies and Contemporary History
1.4 Field of study	Security Studies
1.5 Study cycle (BA/MA)	BA
1.6 Study program/Qualification	Security Studies

2. Information about the subject

2.1 Course title	Document's security							
2.2 Course tutor	Conf. dr. Cristian Găzdac							
2.3 Seminar tutor	Conf. dr. Cristian Găzdac							
2.4 Year of study	2	2.5 Semester	4	2.6 Type of assessment	C	2.7 Course status	Contents	
							Mandatory	DS

3. Total estimated time (teaching hours per semester)

3.1 Number of hours per week	2	of which: 3.2 course	1	3.3 seminar/laboratory	1
3.4 Total number of hours in the curriculum	28	of which: 3.5 course	14	3.6 seminar/laboratory	14
Time distribution					Hours
Study based on textbook/course manual/recommended reading/personal notes					25
Additional research in the library, by accessing scientific databases,or during field work					25
Preparation for seminars/laboratory classes, essays, portfolios and reports					10
Tutoring					7
Assessment (examinations)					5
Other activities					
3.7 Total hours for individual study		72			
3.8 Total hours per semester		100			
3.9 Number of credits		4			

4. Prerequisites (if necessary)

4.1 Curriculum	Not the case
4.2 Skills	Not the case

5. Conditions (if necessary)

5.1. For delivering lectures	● -
5.2. For teaching seminars/laboratory classes	● -

6. Acquired specific competences

Professional competences	Efficient interpretation and use of information in public and private organizations Recognition of the basic principles of the management of public and private organizations Evaluation of the management and leadership of political organizations, under tutorial guidance
Transversal competences	Management of information specific to solving complex tasks in context (receiving, transmitting, processing, storing information in profile documents), including by using at an advanced level a language of international circulation and at an intermediate or advanced level a second foreign language Application of efficient work techniques in a multidisciplinary team corresponding to the various hierarchical levels

7. Course objectives (derived from the specific competences acquired)

7.1 General objective of course	• The course aims to know and master by students the theoretical, legislative and practical elements in the field of creation, management, preservation and use of documents and archives, unclassified and classified, on traditional and electronic media.
7.2 Specific objectives	All the aspects related to the three fundamental notions of will be presented and analyzed theme: information, document, archive. It will mark the current state of archival science and practice, characterized by the emergence of a new paradigm. The document and the traditional archive will be followed in terms of their physical security, ie the support, and the content, of the information. An important part is provided to the document and the electronic archive, with the multiple aspects of ecrecy and their risks. The courses are based on the latest bibliography, European documents and Romanian legislation. All courses will focus on Romanian practice and theory, constantly confronted with illustrative examples from international practice and theory.

8. Contents

8.1 Lectures	Teaching methods	Remarks
Introduction	Presentation/debate	
Archiving in the third millennium. Towards a new paradigm	Presentation/debate	
Information and context. "Birth of the document"	Presentation/debate	
The secretary and the archive	Presentation/debate	
Physical security of documents	Presentation/debate	
Access to information	Presentation/debate	
Management of classified documents	Presentation/debate	
Restoring documents	Presentation/debate	
Virtual databases and their implications	Presentation/debate	
Life cycle of electronic documents	Presentation/debate	
Access and control of electronic documents	Presentation/debate	
Confidentiality and integrity of the virtual environment	Presentation/debate	
Security of electronic documents. Risks and prevention	Presentation/debate	
Legislation and standards for document security	Presentation/debate	
Bibliography		

• Legea Arhivelor Nationale, nr. 16/1996, publicata în Monitorul Oficial al României, Partea I, nr.71 din 9 aprilie 1996

Report on archives in the enlarged European Union. Increased archival cooperation in Europe: action plan, European Communities, 2005

Charles Kecskemeti, Ivan Szekely, Access to archives. A handbook of guidelines for implementation of Recommendation no R (2000) 13 on a European policy on access to archives, Council of Europe, 2005

Management pentru viitor. Biblioteci şi Arhive, Cluj-Napoca, 2000 (Bibliotheca Bibliologica, Serie nouă 21).

La pratique archivistique française, Paris, Archives Nationales, 1993, 630 p.

Modern Archives Administration and Records Management: A RAMPReader/ Techniques modernes d'administration des archives et de gestion des documents: Recueil de textes, Paris, UNESCO, 1985. 587p. http://www.unesco.org/webworld/portal_archives/pages/ keyword: RAMP Studies

8.2 Seminars	Teaching methods	Remarks
Introductory seminar	debate/analysis	
Types of intelligence	debate/analysis	
Modern information systems	debate/analysis	
Measures to combat cybercrime	debate/analysis	
Digital archive management	debate/analysis	
Digital information control	debate/analysis	
Ethics and legality in information management	debate/analysis	
Restoration processes. mechanisms	debate/analysis	
Archiving personal data	debate/analysis	
The role of EU legislation in archiving	Debate/analysis	
Comparative archiving models	debate/analysis	
Specialized visit to BCU	debate/analysis	
Specialized visit to the National Archives	debate/analysis	
Recap	debate/analysis	

Bibliography

Guidelines on Preservation and Conservation Policies on the Archives and Libraries Heritage / Principes directeurs pour l'élaboration de politiques de conservation et de sauvegarde du patrimoine archivistique et bibliothéconomique, Paris, UNESCO, 1990. 40 p. http://www.unesco.org/webworld/portal_archives/pages/ keyword: RAMPStudies

Aurelian Sacerdoţeanu, Arhivistica, Bucureşti, 1970.

Alison Scammell (edit.), Handbook of Information Management, Taylor and Francis, 2005.

Felix Tan, Advanced Topics in Global Information Management, Idea Group Publishing, 2002.

Consiliul Internaţional al Arhivelor : www.ica.org

Portalul Arhive al UNESCO : http://www.unesco.org/cgibin/webworld/portal_archives/cgi/page.cgi?d=1

9. Validating course contents based on the expectations of epistemic communities, professional associations and of potential employers related to the field of study.

• The discipline was developed in accordance with the works in the field, published in the country and abroad;

• Some of the topics in the course include relevant issues that are the subject of concern of relevant institutions or international scientific conferences, including debates in international journals.	

10. Assessment (examination)

Type of activity	10.1 Assessment criteria	10.2 Assessment methods	10.3 Weight in the final grade
10.4 Lecture	• Understanding concepts	Oral Exam	70%
10.5 Seminar	• Understanding concepts	Seminar activity	30%
10.6 Basic performance standard			
• Debates, activities			

Date	Course tutor's signature	Seminar tutor's signature
Date of department endorsement	Head of department's signature	
Date of Dean's endorsement	Signature of the vice-Dean in charge	Faculty stamp