

Subject card

Subject name and code	Digital skills - workshop, PG_00133037						
Field of study							
Date of commencement of studies	October 2023	Academic year of realisation of subject			2024/2025		
Education level	Bachelor's studies	Subject group			Obligatory subject group in the field of study		
Mode of study	full-time studies	Mode of delivery			at the university		
Year of study	2	Language of instruction			Polish		
Semester of study	3	ECTS credits			2.0		
Learning profile	practical	Assessment form					
Conducting unit	Department of Legal Informatics -> Faculty of Law and Administration -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		mgr Patryk Ciurak				
	Teachers		mgr Patryk Ciurak				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	30.0	0.0	0.0	0.0	30
	E-learning hours included: 0.0						
	Additional information: Problem solving Discussion Case studies Work in groups						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	30		0.0		20.0	50
Subject objectives	Understanding of the possibilities offered by and basic functions of software enabling the digitisation of public administration.						
Learning outcomes	Course outcome		Subject outcome			Method of verification	
	ADMINL3_WG04		Students is familiar with: 1. the basic principles of working with and authenticating electronic documents and the legal basis for doing so, 2. intermediate functions of office applications 3. principles of knowledge management 4. principles of ensuring digital accessibility for people with disabilities 5. basic principles of cyber security and confidentiality of activities in cyberspace			[SW4] test/exam - oral or written [SW1] oral statement/ conversation/discussion [SW5] implementation of a problem task	

Subject contents	<p>The electronic form of the document and its importance in administrative proceedings</p> <p>Electronically certified documents Fundamentals of knowledge management using MS OneDrive MS Word - advanced functions MS Excel - advanced functions Organising work in remote teams using MS Teams as an example; document sharing in MS OneDrive/ MS SharePoint Electronic delivery Digital accessibility (WCAG standard) Cyber hygiene OSINT</p>		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	test	51.0%	100.0%
Recommended reading	Basic literature	<p>Ustawa z dnia 14 czerwca 1960 r. Kodeks postępowania administracyjnego (t.j. Dz. U. z 2022 r. poz. 2000 z późn. zm.).</p> <p>Rozporządzenie Parlamentu Europejskiego i Rady (UE) nr 910/2014 z dnia 23 lipca 2014 r. w sprawie identyfikacji elektronicznej i usług zaufania w odniesieniu do transakcji elektronicznych na rynku wewnętrznym oraz uchylające dyrektywę 1999/93/WE (Dz. U. UE. L. z 2014 r. Nr 257, str. 73).</p>	
	Supplementary literature	<p>P. Ciurak, G. Wierczyński (red.), Nowe technologie w praktyce prawnika, Wydawnictwo Arche, Sopot 2021,</p> <p>J. Hilger, Z. Wahl, Making Knowledge Management Clickable. Knowledge Management Systems Strategy, Design, and Implementation, Springer 2022</p> <p>D. Szostek, M. Załucki, Legal Tech. Information technology tools in the administration of justice, Nomos 2022</p>	
	eResources addresses	<p>Adresy na platformie eNauczanie: Kompetencje cyfrowe - Moodle ID: 12537 https://mdl.ug.edu.pl/course/view.php?id=12537</p>	
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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