

**Subject card**

<b>Subject name and code</b>	Digital skills - workshop classes, PG_00133393						
<b>Field of study</b>	Kompetencje cyfrowe - ćwiczenia warsztatowe						
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2025/2026		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Obligatory subject group in the field of study		
<b>Mode of study</b>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	2	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	3	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	practical	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Department of Legal Informatics -> Faculty of Law and Administration -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		mgr Patryk Ciurak				
	<b>Teachers</b>		mgr Patryk Ciurak				
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	0.0	30.0	0.0	0.0	0.0	30
	E-learning hours included: 0.0						
	eNauczanie source addresses: Moodle ID: 12537 Kompetencje cyfrowe <a href="https://mdl.ug.edu.pl/course/view.php?id=12537">https://mdl.ug.edu.pl/course/view.php?id=12537</a>						
<b>Additional information:</b>							
Rozwiązywanie zadań Dyskusja Analiza zdarzeń krytycznych (przypadków) Praca w grupach							
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	30		0.0		20.0	50
<b>Subject objectives</b>	Understanding of the possibilities offered by and basic functions of software enabling the digitisation of public administration.						
<b>Learning outcomes</b>	<b>Course outcome</b>		<b>Subject outcome</b>		<b>Method of verification</b>		
	ADMINL3_WG04		The student is familiar with the principles behind the use of commonly available office software in an advanced manner; the principles of electronic documents in legal transactions; the theoretical foundations of knowledge management in organisations; legal regulations concerning electronic means of identity authentication.		[SW4] test/egzamin - ustny lub pisemny [SW1] wypowiedź ustna/rozmowa/dyskusja [SW5] realizacja zadania problemowego		

Subject contents	<ol style="list-style-type: none"> <li>1. The electronic form of the document and its importance in administrative proceedings</li> <li>2. Electronically certified documents</li> <li>3. Fundamentals of knowledge management using MS OneDrive</li> <li>4. MS Word - advanced functions</li> <li>5. MS Excel - advanced functions</li> <li>6. Organising work in remote teams using MS Teams as an example; sharing documents in MS OneDrive/ MS SharePoint, working in MS Whiteboard</li> <li>7. Electronic delivery</li> <li>8. Digital accessibility (WCAG standard)</li> <li>9. Cyber hygiene</li> <li>10. OSINT</li> </ol>		
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>Supplementary</p> <p><a href="https://www.nomos-elibrary.de/10.5771/9783748922834/legal-tech?page=1">https://www.nomos-elibrary.de/10.5771/9783748922834/legal-tech?page=1</a> - D. Szostek, M. Załucki, Legal Tech. Information technology tools in the administration of justice, Nomos 2022</p>	
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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