University of Gdańsk

Subject card

Subject name and code	Digital skills - workshop classes, PG_00133393		
Field of study			
Date of commencement of studies	October 2025	Academic year of realisation of subject	2026/2027
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	credit
Conducting unit	Department of Legal Informatics -> Faculty of Law and Administration -> Rector		
Name and surname of lecturer (lecturers)	Subject supervisor	dr Patryk Ciurak	
	Teachers	dr 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

eNauczanie source addresses:

Moodle ID: 12537 Kompetencje cyfrowe
https://mdl.ug.edu.pl/course/view.php?id=12537

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_WG02] At an advanced level, the student is able to characterize the system of public authority (national, local, and EU-level), the structure of administration, the process of appointing bodies, their competencies, and the domains in which they operate, as well as the legal and organizational conditions for the functioning of administration.	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
[ADMINL3_KR03] The student is ready to responsibly perform duties in public administration, including positions requiring a bachelor's degree, as well as in other entities in roles related to administration.	Students demonstrate an attitude of openness to IT solutions while adhering to basic cyber security principles.	[SK1] oral statement/conversation/ discussion [SK4] test/exam - oral or written [SK5] implementation of a problem task [SK8] observation of student's independent or team work
[ADMINL3_UW01] Using his own knowledge and sources of information, including the ability to use modern digital techniques and professional methods of acquiring information, the student is able to analyze and resolve problems, as well as interpret legal, social, and political phenomena within the scope of administration and selected areas of social and economic life.	Students will be able to: 1. use electronic documents in their work, 2. organise and carry out work effectively using office software 3. manage accumulated knowledge 4. maintain confidentiality and security of their work in cyberspace	[SU1] oral statement/conversation/ discussion [SU4] test/exam - oral or written [SU5] implementation of a problem task [SU8] observation of student's independent or team work
[ADMINL3_UU07] The student is able to assess the level of his knowledge and skills, and understands the need for continuous learning.	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	[SU1] oral statement/conversation/ discussion [SU4] test/exam - oral or written [SU5] implementation of a problem task [SU8] observation of student's independent or team work

Subject contents

The electronic form of the document and its importance in administrative proceedings

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

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	Ustawa z dnia 14 czerwca 1960 r. Kodeks postępowania administracyjnego (t.j. Dz. U. z 2022 r. poz. 2000 z późn. zm.). 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).
	Supplementary literature	P. Ciurak, G. Wierczyński (red.), Nowe technologie w praktyce prawnika, Wydawnictwo Arche, Sopot 2021, J. Hilger, Z. Wahl, Making Knowledge Management Clickable. Knowledge Management Systems Strategy, Design, and Implementation, Springer 2022 D. Szostek, M. Załucki, Legal Tech. Information technology tools in the administration of justice, Nomos 2022
	eResources addresses	Supplementary https://www.nomos-elibrary.de/10.5771/9783748922834/legal-tech?page=1 - D. Szostek, M. Załucki, Legal Tech. Information technology tools in the administration of justice, Nomos 2022
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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