

Subject card

Subject name and code	Digital competences - auditorium classes, PG_00197108						
Field of study	Administration						
Date of commencement of studies	October 2026	Academic year of realisation of subject			2026/2027		
Education level	Bachelor's studies	Subject group			Obligatory subject group in the field of study Subject group related to scientific research in the field of study		
Mode of study	full-time studies	Mode of delivery			at the university		
Year of study	1	Language of instruction			Polish		
Semester of study	2	ECTS credits			3.0		
Learning profile	academic	Assessment form			credit		
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		2.0		43.0	75
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_K03] is prepared to perform duties in public administration in a responsible manner, with due regard for professional ethics, including in positions requiring the professional title of Bachelor's degree holder. Furthermore, he/she is ready to undertake employment in other entities in roles related to administrative activities and the application of law within specified areas of social and economic life.	-	[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_U05] is able to assess the level of their knowledge and skills, and can independently plan and carry out the need for lifelong learning	-	[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_W03] possesses advanced knowledge of, and understands, the procedures applied within public administration, as well as the various methods and instruments — both legal and non-legal — employed in administrative activity.	-	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion [SW5] implementation of a problem task
[ADMINL3_U04] is able to plan and organize his/her own work and is prepared to actively participate in teams involved in the performance of administrative activities.	-	[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	<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	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

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