University of Gdańsk

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	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

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_U05] is able to assess the level of their knowledge and skills, and can independently plan and carry out the need for lifelong learning	The student is familiar with: 1. the basic principles of working with and authenticating electronic documents, as well as the legal framework governing this, 2. intermediate-level functions of office applications 3. the principles of knowledge management 4. the principles of ensuring digital accessibility for people with disabilities 5. the basic principles of cybersecurity and confidentiality 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_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.	The student demonstrates an open-minded approach to IT solutions whilst adhering to the basic principles of cybersecurity.	[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_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.	Knows and understands the usefulness and types of software that enable the digitisation of public administration work.	[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.	The student is familiar with the basic principles of working with and authenticating electronic documents, as well as the legal framework governing this, and the intermediate-level functions of office applications.	[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

<table>
<tr><td>Assessment methods and criteria</td><td colspan="2"><table><tr><th>Subject passing criteria</th><th>Passing threshold</th><th>Percentage of the final grade</th></tr><tr><td>test</td><td>51.0%</td><td>100.0%</td></tr></table></td></tr>
<tr><td rowspan="3">Recommended reading</td><td>Basic literature</td><td>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).</td></tr>
<tr><td>Supplementary literature</td><td>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</td></tr>
<tr><td>eResources addresses</td><td></td></tr>
<tr><td>Example issues/ example questions/ tasks being completed</td><td colspan="2"></td></tr>
<tr><td>Work placement</td><td colspan="2">Not applicable</td></tr>
</table>

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