University of Gdańsk

Subject card

Subject name and code	IT basics - lecture, PG_00201590		
Field of study	Criminology and Criminal Justice		
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
Mode of study	full-time studies	Mode of delivery	at the university
Year of study	1	Language of instruction	English
Semester of study	1	ECTS credits	2.0
Learning profile	academic	Assessment form	credit
Conducting unit	Faculty of Law and Administration -> Rector		
Name and surname of lecturer (lecturers)	Subject supervisor	dr hab. Jerzy Auksztol, prof. UG	
	Teachers	dr hab. Jerzy Auksztol, prof. UG	

Lesson types

Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
Number of study hours	20.0	0.0	0.0	0.0	0.0	20

E-learning hours included: 0.0

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	20	2.0	28.0	50

Subject objectives

1. Teach students to correctly apply terminology related to information technology.
2. Familiarize students with the principles of safe and effective use of information technology.
3. Familiarize students with the possibilities of applying basic information technologies in various domain areas.
4. Prepare students to use basic information technologies to the extent required by other subjects provided for in the study program.
5. Prepare students for the effective use of basic information technologies in supporting self-development, research work and professional work.

Learning outcomes

Course outcome	Subject outcome	Method of verification
[CCJL3_W03] Knows research methods and tools, including techniques for acquiring data and information appropriate to the studied field of knowledge, and understands the fundamental dilemmas of contemporary civilization. The graduate is familiar with the basic concepts and principles of industrial property and copyright protection, as well as the basic principles of creating and developing various forms of entrepreneurship.		
[CCJL3_U02] is able to use their knowledge of criminology and related scientific disciplines to formulate and interpret basic problems associated with criminology, as well as with the functioning of the national and international justice system, observes and interprets phenomena universal for different societies in the field of etiology and phenomenology of crime.		

Subject contents

1. Introduction to IT usage rules - file system, securing and archiving data, searching for information on the Internet.

2. Use of UG resources - Educational Portal, Library, software available at faculties.

3. Communication and teamwork - sharing resources, principles of using e-mail, benefits and security of using the services in the cloud.

4. Rules for editing texts - preparation for writing final papers, preparing a document for printing / making available.

5. Basics of calculations and data visualization - spreadsheets and tools for Business Intelligence data analysis and visualization (eg Power BI).

6. Presentation graphics - multimedia presentations (eg Power Point, Prezi), creating simple websites (eg Google Sites)

Prerequisites and co-requisites

none

Assessment methods and criteria

Subject passing criteria	Passing threshold	Percentage of the final grade
final project	51.0%	50.0%
tasks performed during classes	51.0%	50.0%

Recommended reading

Basic literature	Electronic materials available on the Educational Portal.
Supplementary literature	Wrycza S., Maślankowski J. (red.), Informatyka ekonomiczna, PWN, Warszawa 2019 Przeździecki K., Sikorski W., Treichel W., Technologie informacyjne dla studentów, WITKOM, Warszawa, 2017 Walkenbach J., Microsoft Excel 2016 PL. Biblia, Helion, Gliwice 2016
eResources addresses	

Example issues/ example questions/ tasks being completed

Work placement

Not applicable

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