University of Gdańsk

Subject card

Subject name and code	ABC IT - lecture, PG_00134451		
Field of study	Criminology and Criminal Justice		
Date of commencement of studies	October 2025	Academic year of realisation of subject	2025/2026
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	0.0	30.0	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

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)

<table>
<tr><td>Prerequisites and co-requisites</td><td colspan="3">none</td></tr>
<tr><td>Assessment methods and criteria</td><td colspan="3"><table><tr><th>Subject passing criteria</th><th>Passing threshold</th><th>Percentage of the final grade</th></tr><tr><td>final project</td><td>51.0%</td><td>50.0%</td></tr><tr><td>tasks performed during classes</td><td>51.0%</td><td>50.0%</td></tr></table></td></tr>
<tr><td rowspan="3">Recommended reading</td><td>Basic literature</td><td colspan="2">Electronic materials available on the Educational Portal.</td></tr>
<tr><td>Supplementary literature</td><td colspan="2">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</td></tr>
<tr><td>eResources addresses</td><td colspan="2"></td></tr>
<tr><td>Example issues/ example questions/ tasks being completed</td><td colspan="3"></td></tr>
<tr><td>Work placement</td><td colspan="3">Not applicable</td></tr>
</table>

Document generated electronically. Does not require a seal or signature.