

**Subject card**

<b>Subject name and code</b>	Digital competences - auditorium classes, PG_00197108						
<b>Field of study</b>	Administration						
<b>Date of commencement of studies</b>	October 2026	<b>Academic year of realisation of subject</b>			2026/2027		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Obligatory subject group in the field of study Subject group related to scientific research in the field of study		
<b>Mode of study</b>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	1	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	2	<b>ECTS credits</b>			3.0		
<b>Learning profile</b>	academic	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Department of Legal Informatics -> Faculty of Law and Administration -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		mgr Patryk Ciurak				
	<b>Teachers</b>		mgr Patryk Ciurak				
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	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						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	30		2.0		43.0	75
<b>Subject objectives</b>	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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