

29028 - E-Administration and Documents

Syllabus Information

Academic Year: 2019/20

Subject: 29028 - E-Administration and Documents

Faculty / School: 228 - Facultad de Empresa y Gestión Pública

Degree: 429 - Degree in Public Management and Administration

ECTS: 6.0

Year: 4

Semester: First semester

Subject Type: Optional

Module: ---

1.General information

1.1.Aims of the course

1.2.Context and importance of this course in the degree

1.3.Recommendations to take this course

2.Learning goals

2.1.Competences

2.2.Learning goals

2.3.Importance of learning goals

3.Assessment (1st and 2nd call)

3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

4.Methodology, learning tasks, syllabus and resources

4.1.Methodological overview

The methodology followed in this course is oriented towards the achievement of the learning objectives. A wide range of teaching and learning tasks are implemented, such as lectures and laboratory sessions.

4.2.Learning tasks

This 6 ECTS course is organized as follows:

- **Lectures** (40 hours). Exposure of the theoretical content. Topics are available in the ADD.
- **Laboratory sessions** (20 hours). Analysis of practical issues in the computer room.
- **Assignments.**
- **Autonomous work and study** (83 hours).
- **Assessment tasks** (7 hours).

4.3.Syllabus

This course will address the following topics:

- **Topic 1.** Traditional documentation management systems. Public administration records. Records Life-cycle and the stages of the records.

- **Topic 2.** Electronical documents and records management systems. Spanish legislation on electronic documentation.
- **Topic 3.** The eGovernment and protection of personal data of citizens. Historical development, regulation and complementary topical issues.
- **Topic 4.** The eGovernment and the right of access to public documents. Historical development, regulation and complementary topical issues.
- **Topic 5.** The provision of information to citizens by the government through new information technologies. Historical development and regulations. Additional topical issues: electronic administración, e-government and democracy.

4.4.Course planning and calendar

Topic 1: 7 sessions

Topic 2: 7 sessions

Topic 3: 7 sessions

Topic 4: 6 sessions

Topic 5: 6 sessions

From the point of view of the student, it is estimated that an average student should dedicate about 150 hours to this course, which should include both in-class and autonomous work. The student's weekly load in hours is reflected in the following schedule:

Activity/Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Total
Lectures		4	4	4	4	4	4	4	2	2	2	2	2	2	2	2	2		40
Lab sessions								2	2	2	2	2	2	2	2	2	2		20
Assessment tasks																		7	7
Autonomous work																			83
Total																			150

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course will be provided on the first day of class or please refer to the Facultad de Empresa y Gestión Pública website and Moodle.

4.5.Bibliography and recommended resources