

Academic Year/course: 2022/23

29028 - E-Administration and Documents

Syllabus Information

Academic Year: 2022/23

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

2. Learning goals

3. Assessment (1st and 2nd call)

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. In the learning process, different teaching methodologies will be used depending on whether the modality of face-to-face or distance learning is used. The indicated teaching methodologies allow the involvement of the student in their learning process and allow the teachers to solve the problems and doubts that may arise.

The teaching methodologies for the face-to-face students are the following:

1. **Theory and practice sessions.** The presentation of contents by the teacher, including practical exercises on the blackboard.
2. **Workshop.** Supervised session where students work individually or in groups and receive assistance and guidance when necessary.
3. **Problem-based learning.** Educational approach oriented to learning and teaching in which the students solve real problems in small groups and under the supervision of a tutor.

The teaching methodologies for distance students are the following:

1. **The study materials prepared by the faculty**, which will consist of at least one didactic guide for the preparation of the theoretical contents, the elaboration of the continuous assessment tests, the offer of training activities on the Moodle platform and evaluation systems.
2. **Workshop.** Supervised session where students work individually or in groups and receive assistance and guidance when necessary.
3. **Problem-based learning.** Educational approach oriented to learning and teaching in which the students solve real problems in small groups and under the supervision of a tutor.

4.2. Learning tasks

This course is organized as follows:

A. Training activities for the face-to-face students:

Teaching sessions. This part consists on the 40% of the workload of this course. It includes the interaction of students with teaching teams through:

- Lectures. The teacher or external experts explain the contents to the students.
- Practice sessions. Practical exercises, problems and cases solved by the students.
- Assignments.
- Face-to-face tutorials, in which specific orientations will be offered on the different topics, additional contents for a deeper study of the course, tips for a better approach to the course and assessment tasks.

Autonomous work. This part consists on the 60% of the workload of this course. It includes: The individual study of the topics proposed by the teaching staff.

- The preparation of team and individual assignments. Preparation of activities to present or hand in in the practice sessions or assessment sessions.
- Autonomous work on the practical activities proposed by the teacher in the continuous assessment.
- Assessment tasks and exams.

B. Training activities for distance students:

Distance learning activities. This part consists on the 20% of the workload of this course. It includes the interaction of students with teaching teams through:

- Videconference working sessions.
- Face-to-face/online tutorials, in which specific orientations will be offered on the different topics, additional contents for a deeper study of the course, tips for a better approach to the course and assessment tasks.
- Virtual work in networks or activities on the Moodle platform. Collaborative work that starts from a virtual space (Teaching Digital Ring, specifically Moodle platform), designed by the teacher and of restricted access, in which documents can be shared to work on them simultaneously and new ones can be added. It also contains the classes and lectures, both theoretical and virtual practical activities. It also allows the student to communicate in a synchronous and asynchronous manner, and participate in all the discussions.

Autonomous work training activities. This part consists on the 80% of the workload of this course. It includes: The individual study of the topics proposed by the teaching staff.

- The preparation of team and individual assignments. Preparation of activities to present or hand in in the practice sessions or assessment sessions.
- Autonomous work on the practical activities proposed by the teacher in the continuous assessment.
- Assessment tasks and exams.

4.3. Syllabus

Program:

Lesson 1: Introduction. Basic concepts of document management and document management systems.

Lesson 2: The legal framework of electronic administration in Spain in relation to electronic document management systems.

Lesson 3: The technical norms of interoperability and the policy of management of the electronic documents.

Lesson 4: The electronic administration and the protection of the personal data of the citizens. historical evolution, regulations and current complementary issues. electronic administration and the right of access to public documentation. historical evolution, regulations and current complementary issues.

4.4. Course planning and calendar

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.

Training activities for the face-to-face students:	Hours
1.a. Face-to-face training activities: Lectures	25

1.b. Face-to-face training activities: Practice sessions	17
1.c. Face-to-face training activities: Assignments	13
1.e. Face-to-face training activities: Face-to-face tutorials	5
2.a. Autonomous work training activities: Individual study	35
2.b. Autonomous work training activities: The preparation of team and individual works	12
2.d. Autonomous work training activities: Autonomous work on the practical activities proposed by the teacher in the continuous assessment	38
2.e. Autonomous work training activities: Assessment tasks and exams	5
Training activities for distance students	Hours
1.a. Distance learning activities: work sessions with videoconferencing platforms	15
1.b. Distance learning activities: Face-to-face tutorials and / or online tutorials	5
1.c. Distance learning activities: Virtual work in networks or activities in the Moodle platform	10
2.a. Autonomous work training activities: Individual study	50
2.b. Autonomous work training activities: The preparation of team and individual works	17
2.d. Autonomous work training activities: Autonomous work on the practical activities proposed by the teacher in the continuous assessment	48
2.e. Autonomous work training activities: Assessment tasks and exams	5