

29028 - E-Administration and Documents

Syllabus Information

Academic year: 2024/25

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

This subject has a fundamental objective: that students develop a series of skills in relation to the administrative documentation generated in the course of the administrative procedure and its management procedures, incorporating the possibilities opened up by electronic administration and electronic documentation management systems. This knowledge will be essential to them when they exercise their profession. These approaches and objectives are aligned with the Sustainable Development Goals (SDGs) of the United Nations 2030 Agenda, specifically with Goal 4 and targets 8.2 and 8.3 of Goal 8.

2. Learning results

1. Knowledge of the standardised procedures for the design of administrative documents resulting from the administrative procedure and identification of the forms corresponding to the documents resulting from the administrative procedure, both in their traditional and electronic aspects.
2. Knowledge of the effects of electronic administration on the management of administrative documents.
3. Identification of the external and internal characteristics of administrative documents for their electronic processing.
4. Knowledge and handling of the guidelines for document management, both in its traditional and electronic aspects.
5. Knowledge of the theoretical and practical aspects of electronic document management systems.
6. Knowledge of guidelines relating to the provision of information to citizens through the new information technologies.

3. Syllabus

Unit 1. Introduction to the subject. Basic concepts of document management and document management systems.

Unit 2. The legal framework of e-Government in Spain in relation to electronic document management systems.

Unit 3. The Technical Interoperability Standards and the Electronic Document Management Policy.

Unit 4. e- Administration and the protection of citizens' personal data. e- Administration and the right of access to public documents.

Unit 5. The provision of information to citizens by Public Administrations through new information technologies.

4. Academic activities

4.1. FACE-TO-FACE ACADEMIC ACTIVITIES

Lecture: 25 hours (theoretical-practical sessions in which the contents of the subject will be explained).

Practical exercises: 35 hours (solving problems and cases, carrying out assignments and face-to-face tutorials).

Personal study and preparation of practical tasks: 85 hours.

Assessment tests: 5 hours.

4.2. VIRTUAL ACADEMIC ACTIVITIES

Synchronous and asynchronous activities: 15 hours (theoretical-practical sessions with videoconferences and/or learning pills in which the contents of the subject will be explained).

Distance learning activities: 15 hours (virtual network work or activities on the Moodle platform or online tutorials).

Personal study and preparation of practical tasks: 115 hours.

Assessment tests: 5 hours.

5. Assessment system

Students, in both virtual and face-to-face modalities, must demonstrate that they have achieved the expected learning outcomes through the following activities and assessment criteria:

5.1. VIRTUAL MODE

5.1.1. Continuous assessment: students are offered the possibility of continuous assessment through the following activities and assessment criteria:

A. A paper on one of the aspects analysed throughout the syllabus. This work will be monitored throughout the four-month period through individual tutorials. This work will have as deadline the day on which the theoretical test foreseen in section 5.1.1.B. is held. This work will account for up to 30% of the mark. In any case, the grade obtained in this work must reach a pass mark.

B. A theoretical test at the end of the syllabus, to be taken online through the Moodle platform before the end of the first four-month period. This test is compulsory for students who choose this continuous assessment option and will be graded from 0 to 10, with its impact on the final mark being 70%. If the grade obtained in this test is lower than 5, the subject will not be considered passed through the continuous assessment system.

5.1.2. Overall final exam: students who do not opt for continuous assessment, who do not pass the subject through continuous assessment or who wish to improve their grade, will have the right to sit the overall final exam, which consists of a single exam with theoretical and practical questions. Both types of students will sit the final exam on the official dates established in accordance with the centre's exam calendar.

5.2. FACE-TO-FACE MODE

The assessment system for the face-to-face mode is the same as that of the virtual mode. The main difference lies in the fact that the continuous assessment activities will be carried out in the physical presence of the students.

6. Sustainable Development Goals

- 4 - Quality Education
- 8 - Decent Work and Economic Growth