Universidad Zaragoza

29028 - E-Administration and Documents

Información del Plan Docente

Academic Year	2016/17
Academic center	228 - Facultad de Empresa y Gestión Pública
Degree	429 - Degree in Public Management and Administration
ECTS	6.0
Course	4
Period	Indeterminate
Subject Type	Optional
Module	---

1.Basic info

1.1.Recommendations to take this course

1.2.Activities and key dates for the course

2.Initiation

2.1.Learning outcomes that define the subject

2.2.Introduction

3.Context and competences

3.1.Goals

3.2.Context and meaning of the subject in the degree

3.3.Competences

3.4.Importance of learning outcomes

4.Evaluation

5.Activities and resources

5.1.General methodological presentation

5.2.Learning activities
- Exposure of theoretical content with the topics availables in the ADD.
- Analysis of practical issues in the computer room.
- Performing practical works.

5.3.Program

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 adminitración, e-government and democracy.

5.4.Planning and scheduling

Topic 1: 7 sessions

Topic 2: 7 sessions

Topic 3: 7 sessions

Topic 4: 6 sessions

Topic 5: 6 sessions

5.5.Bibliography and recomended resources

The updated bibliography can be found in the University Library (go to 'bibliografia recomendada' in ' http://psfunizar7.unizar.es/br13/eBuscar.php?tipo=a ')