

29028 - E-Administration and Documents

Información del Plan Docente

Academic Year	2018/19
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	Indeterminate
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.

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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