



## IDENTIFYING DATA

### New technologies applied to public management and Public Administration

Subject	New technologies applied to public management and Public Administration			
Code	P04G091V01914			
Study programme	(*)Grao en Dirección e Xestión Pública			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Optional	4th	2nd
Teaching language	Spanish Galician English			
Department				
Coordinator	Rodríguez Liñares, Leandro Pérez Cota, Manuel			
Lecturers	Pérez Cota, Manuel Rodríguez Liñares, Leandro			
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General description	Department of IT within the organization. Investment and financing. Strategic Direction of Information Technologies. Organization of the computer function. Strategic Planning of information system.			

## Competencies

Code	
A1	Students have demonstrated to possess and understand knowledge in an area of study that starts from the base of general secondary education, and is usually found at a level that, although supported by advanced textbooks, also includes some aspects that imply knowledge coming from the vanguard of his field of study.
A2	Students know how to apply their knowledge to their work or vocation in a professional manner and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study.
A3	Students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.
A4	Students can transmit information, ideas, problems and solutions to a specialized and non-specialized audience.
A5	Students develop those skills of necessary learning to undertake back studies with a high degree of autonomy.
B1	Skills in the search for information, in relation to primary and secondary information sources, including the use of computers for online searches
B4	Communication through the Internet and, more generally, use of multimedia tools for remote communication.
B9	To be able to recognize and implement sound practices arising from processes and actions as a basis for innovation and creativity.
C44	To use ICT in a safe, effective fashion and to use different formats of electronic documents.
D7	Commitment to striving for quality and continuous improvement and innovation.
D8	Capacity to cooperate teamwork and open to different points of view and opinions
D11	Commitment to public service and ethical values.

## Learning outcomes

Expected results from this subject	Training and Learning Results
Enter the economic concepts and fundamental ideas for his application to the analysis of economic reality	

New	A1	B1	C44	D7
	A2	B4		D8
	A3	B9		D11
	A4			
	A5			
New	A1	B1	C44	D7
	A2	B4		D8
	A3	B9		D11
	A4			
	A5			
New	A1	B1	C44	D7
	A2	B4		D8
	A3	B9		D11
	A4			
	A5			
New	A1	B1	C44	D7
	A2	B4		D8
	A3	B9		D11
	A4			
	A5			
New	A1	B1	C44	D7
	A2	B4		D8
	A3	B9		D11
	A4			
	A5			

## Contents

### Topic

Theory	<ul style="list-style-type: none"> <li>-New information and communication technologies.</li> <li>-Relation between NTIC and Public Management and Administration.</li> <li>- Components of a computer system. Hardware and software vision. Applications and use of software. Types of office packages.</li> <li>- Media, formats and information exchange.</li> <li>-Concepto of usability and its importance in the use of ICT.</li> <li>-Management of information. Techniques and strategies for analysis and treatment of data and databases.</li> <li>-Web Management geared towards Management and Public Administration.</li> <li>-As ICT in electronic transactions.</li> <li>-The security and protection of data in computers and networks (Basic foundations). Cryptography, digital certificate, electronic signature and Electronic DNI</li> <li>-Identification of new ICT resources.</li> </ul>
Practice	<ul style="list-style-type: none"> <li>-New technologies for the search and management of information (Information documentary applied to Management and the Public Administration).</li> <li>- Specific computer applications for professional practice in Area of Management and Public Administration. Office packages</li> <li>-Analysis and basic and advanced data processing using different applications Basic task automation. Generation of reports.</li> <li>- Usability in the basic design of pages and websites and content for internal and external users.</li> <li>-Titems of computer security. Safe identification, Data protection and network security.</li> <li>-Identification of new ICT resources and their use.</li> </ul>

## Planning

	Class hours	Hours outside the classroom	Total hours
Problem solving	50	0	50

Computer practices	45	0	45
Presentation	10	0	10
Mentored work	8	0	8
Lecturing	30	0	30
Objective questions exam	7	0	7

\*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

<b>Methodologies</b>	
	Description
Problem solving	In this activity problems and / or exercises related to the subject are formulated. The student should develop the right or correct solutions through the exercise of routines, the application of formulas or algorithms, the application of modeling procedures of available information and the interpretation of the results. It is usually used as a complement to the master session.
Computer practices	The student will have a series of exercises to download and deliver in the virtual space matter These exercises must be delivered in the requested format and within the established period.
Presentation	The members of the groups will present a presentation of a work of the group using one Projector and presentation document (pptx, ppt, etc.). This work will be delivered in the format which professors point out. All members must be prepared to do one Presentation in the indicated time and form.
Mentored work	The student will do three works in groups of up to 3 members, which will have to be delivered in time and Forms that are indicated in the exercise, in the virtual space of the subject. A component of the group, chosen by the teacher, will present a presentation of the work of the group using a projector and one odp, pps or similar document that will be uploaded in the virtual space of the subject within the term that is he indicated
Lecturing	Different activities will be used in the classroom, addressed to the whole group or to small groups. Mainly, lectures will be held for the development of the fundamental contents of the subject and, to achieve the active participation of the students, they will carry out activities Individual or group briefs that allow to apply the concepts exposed and to solve problems. In the activities proposed, the acquisition of knowledge and its application will be enhanced professional field and computer researcher. For that, the classes will be complemented Different conferences and seminars by professionals of recognized prestige in the field of the information systems Likewise, evaluation activities can be organized in these sessions.

<b>Personalized assistance</b>	
Methodologies	Description
Lecturing	Development of curricular contents as base for the work of the student
Problem solving	Development of problems or exercises related with the use of ICT in public management
Computer practices	Practices that permit students to know the reality of ICTs
Presentation	Presentation and presentation of works that allow to develop the critical thinking and the development of ICT in Public Management
Mentored work	Works related to ICT with special protection in specific problems of use of ICTs

<b>Assessment</b>						
	Description	Qualification	Training and Learning Results			
Problem solving	The student will do one or several exercises, problems or jobs that it will deliver in the manner indicated in the classroom	10	A1 A2 A3 A4 A5	B1 B4 B9	C44	D7 D8 D11
Computer practices	They will be delivered in time and form in the agreed format.	20	A1 A2 A3 A4 A5	B1 B4 B9	C44	D7 D8 D11

Presentation	The student will present in the classroom a presentation of the work of the group. Before presenting their work, the student will deliver the egg documents agreed on paper or in electronic format	15	A1 A2 A3 A4 A5	B1 B4 B9	C44	D7 D8 D11
Mentored work	208/5000 The students will do a series of tutored works that them will allow you to know, with the help of the teacher, the best way to Exchange information or ICT resources for good work at public administration	5	A1 A2 A3 A4 A5	B1 B4 B9	C44	D7 D8 D11
Objective questions exam	The student will do a test-type test that will allow him to know the Scope of the knowledge acquired in the different topics	50	A1 A2 A3 A4 A5	B1 B4 B9	C44	D7 D8 D11

### Other comments on the Evaluation

The students of English will follow the same thing as the Galician / Spanish students.

For those students who follow the subject in the semipresencial modality, the four first methodologies can be performed perfectly in semipresencial mode, for the fifth methodology, it will be necessary to present at the Faculty to perform a

Proof, coinciding with any of the sessions that must be covered.

Evaluation of Julio

In the second call, and independently of the modality in which it was enrolled, the student will be presented to an exam that will evaluate 100% of the subject. Likewise, if you do not present the group work, you must submit to the exam of 100%.

"GROUP IN ENGLISH: The maximum size of the group of English will be of 20 students or 50% of the students enrolled, or first limit that is found. If a selection is required, the teacher will establish the selection criteria based Accredited language knowledge and application order. "

### Sources of information

#### Basic Bibliography

<http://fatic.uvigo.es>,

Pérez Cota, Manuel, **Historia de la Informática**, 2017

Microsoft, **Cursos Office**, 2019

Libre Office, **Libre Office**, 2019

Pérez Cota, Manuel, **Fundamentos de Informática**, 2016

Apple Corp., **Recursos educativos Apple**, 2019

IBM Corp., **Recursos informáticos de IBM**, 2019

#### Complementary Bibliography

### Recommendations