IDENTIFYING DATA

ICT in Public Administrations

Subject	ICT in Public Administrations
Code	P07G092V01403
Study programme	Grado en Dirección y Gestión Pública

Descriptors	ECTS Credits		Choose	Year	Quadmester
	6		Optional	4th	1st

Teaching language	#EnglishFriendly Spanish Galician
Department	
Coordinator	Pérez Cota, Manuel
Lecturers	González Castro, Miguel Ramón Pérez Cota, Manuel
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General description	ICT tools in public administration: Hardware and Software; ofimatic tools; data nets. Functionality of ICTs in public administration: evolution of the digital society and its application within the public administration; theory of the usability and management of the ICTs use; models of management of data, information and knowledge; digital security.

Training and Learning Results

Code

Expected results from this subject

Expected results from this subject	Training and Learning Results

Contents

Topic	
Subject 1- NICT	-Evolution of the technologies and their adecuation to Public Administrations -New technologies of information and communications -Relation among NICTs and the Management and the Public Administration
Subject 2- The computer system	-Computer System Components. -Hardware and software insight. -Personal computer System -Complex computer Systems -Computer nets -Components of the nets
Subject 3- Applications and use of the software	-Types of commercial and free Software -Types of office packages -Software of packages and its relation and use
Subject 4- Information supports	-Data supports -Formats and exchange of information -Data transaction
Subject 5- Theory of Usability	-The usability and its importance in the use of ICTs. -The importance of the usability in the Administration and public Management -The importance of the knowledge of the user -Helping Systems to the users -The usability in the Public Administration -Concepts, forms, vision, problems and solutions.

Subject 6- Data transfer	-What is it a data transfer system? -Internet, address, types of protocols -Basic Control and security -Public and personal nets, proxy -Internet services (email, web, FTPs, browsers, telnet, searcher, etc.) -Chats, Messages and videoconference -WiFi, wired and wireless systems
Subject 7- Security	-Basic bases -The security and the protection of data in the computers and in the nets -Cryptography, digital certificate, electronic signature and electronic identity card
Subject 8- Identification and training in new ICT resources	-Identification of the new ICT resources -Combination of resources -How to do the adaptation

Planning

	Class hours	Hours outside the classroom	Total hours
Lecturing	30	20	50
Practices through ICT	20	42.5	62.5
Case studies	35	0	35
Essay questions exam	0.5	0	0.5
Problem and/or exercise solving	1	0	1
Case studies	1	0	1

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

Methodologies

	Description
Lecturing	In the master class (whether physical or virtual) it is intended to explain concepts that, previously, had already been indicated to the students, so that participation is more lively and the concepts acquired more easily.
Practices through ICT	Practices will be developed (which can be physical or virtual) that allow the development, through the computer (computer) of concepts seen in the master class. It is intended that students can create their own systems based on a solid logic.
Case studies	Real problems of the profession are analyzed and solved.

Personalized assistance

Methodologies	Description
Practices through ICT	It is intended that students be able to solve problems with the use of ICTs.
Case studies	Development of real or close to real cases and solve them with the use of ICTs.

Assessment

	Description	Qualification	Training and Learning Results
Essay questions exam	They will do a series of enabling questions to know the competences purchased by students (can be physical or virtual). RESULTS OF LEARNING: Ability in the handle of the computers and operating systems. Understanding of the basic operation of the computers. Ability in the handle of computer tools in the public administrations and of the contained of the syllabus.	40	
Problem and/or exercise solving	They will do a series of exercises to know the competences purchased by students (can be physical or virtual). RESULTS OF LEARNING: Ability in the handle of the computers and operating systems. Understanding of the basic operation of the computers. Ability in the handle of computer tools in the public administrations and of the contained of the syllabus.	30	
Case studies	They will do a series of case studies to know the competences purchased by students (can be physical or virtual). RESULTS OF LEARNING: Ability in the handle of the computers and operating systems. Understanding of the basic operation of the computers. Ability in the handle of computer tools in the public administrations and of the contained of the syllabus.	30	

Other comments on the Evaluation

Regarding the continuous evaluation, the students will be able to do (depending on the course circumstances) a maximum

of 3 evaluations that will have part questions and part problem solving with which they will be able to obtain the overall qualification. In case of waiving the continuous evaluation, the final exam will be of the overall subject, with part of the exam of questions and part of problem solving and use cases.

Sources of information

Basic Bibliography

Complementary Bibliography

Pérez Cota, Manuel, **Historia da Informática**, https://moovi.uvigo.gal, 2023

Microsoft Corporation, **Microsoft Office**, https://www.microsoft.com, 2023

The Document Foundation, **Libre Office**, https://es.libreoffice.org, 2023

Apple Corportation, **Recursos educativos Apple**, https://www.apple.com, 2023

IBM Corportation, **Recursos informáticos de IBM**, https://www.ibm.com, 2023

Wolf, Gunar; Ruiz, Esteban; Bergero, Federico; Meza, Erwin, **Fundamentos de Sistemas Operativos**, 978-607-02-6544-0, UNAM, 2015

Recommendations