

**DESCRIPTION OF THE COURSE OF STUDY  
FOR EXCHANGE STUDENTS**

<b>Kod przedmiotu</b>	0413.3ZARZ2.D4.EAD	
<b>Name of the course in</b>	English	<i>E-administration</i> E-administracja
	Polish	

**1. LOCATION OF THE COURSE OF STUDY WITHIN THE SYSTEM OF STUDIES**

<b>1.1. Field of studies</b>	Management
<b>1.2. Form of studies</b>	Full Time / Part Time
<b>1.3. Level of studies</b>	II degree (Master Degree)
<b>1.4. Profile of studies</b>	Academic
<b>1.5. Person responsible for the card</b>	Marcin Szplit, PhD
<b>1.6. Kontakt</b>	marcin.szplit@ujk.edu.pl

**2. GENERAL CHARACTERISTICS OF THE COURSE OF STUDY**

<b>2.1. Language</b>	English, Polish
<b>2.2. Prerequisites</b>	-

**3. DETAILED CHARACTERISTICS OF THE COURSE OF STUDY**

<b>3.1. Form of classes</b>	Lecture, practical classes	
<b>3.2. Place of classes</b>	Lecture and practical classes at University	
<b>3.3. Form of assessment</b>	Lecture: exam, practical classes: graded credit	
<b>3.4. Didactic methods</b>	Lecture, discussion, use of technical teaching aids, case study analysis, group projects	
<b>3.5. Literature</b>	<b>Basic</b>	1. Zwierzyński M.K., Łakomy M., Oświęcimski K. (red.), E-Administracja publiczna i (nie)bezpieczeństwo cyberprzestrzeni, Kraków 2015. 2. Kowalczyk M., Cyfrowe państwo. Uwarunkowania i perspektywy, Warszawa 2019.
	<b>Additional</b>	1. Osipow J.M., Nowak A.Z. (red.), Rewolucja cyfrowa. Wyzwania, problemy, perspektywy rozwoju, Warszawa 2019.

**4. OBJECTIVES, SYLLABUS CONTENT**

<p><b>4.1. Subject objectives</b></p> <p><b>Lecture:</b></p> <p><b>C1. Knowledge</b> – Getting to know the principles of computerization of public administration in Poland in the world.</p> <p><b>C2. Skills</b> – Using selected e-services available in the national public space</p> <p><b>C3. Social competences</b> – Knowledge of modern information and communication technologies related to digital public administration in Poland and in the world.</p> <p><b>Practical classes:</b></p> <p><b>C1. Knowledge</b> – Acquiring knowledge about conducting research in enterprises.</p> <p><b>C2. Skills</b> – Ability to use selected e-services available in the national public space.</p> <p><b>C3. Social competences</b> – Understanding the importance and benefits of access to e-government.</p>
<p><b>4.2. Detailed syllabus</b></p> <p><b>Lecture:</b></p> <ol style="list-style-type: none"> <li>1. E-administration - legal basis, the most important issues related to the use of modern IT techniques in communication with the citizen, business and other offices.</li> <li>2. The problem of software selection: open standards, interoperability, pricing methods for dedicated software.</li> <li>3. Areas of electronic communication in administration - presentation of tools (ePUAP, gov.pl portals, eDeclarations, tax portal).</li> <li>4. Electronic document in local government administration.</li> <li>5. Work management through document flow and workflow control mechanisms.</li> <li>6. The state of implementation of e-services in Poland and in the world.</li> </ol> <p><b>Practical classes:</b></p> <ol style="list-style-type: none"> <li>1. E-document - office instructions in practice.</li> <li>2. Electronic document flow systems.</li> <li>3. Computer systems related to finance.</li> <li>4. National Interoperability Framework.</li> <li>5. Dealing with official matters by means of electronic communication (using a trusted profile).</li> </ol>

**4.3. Subjects' learning outcomes**

LO	A student who has passed a subject	Reference to directional learning outcomes
In terms of <b>KNOWLEDGE</b> :		
W01	The student knows and understands the basics of the functioning of electronic administration at the local government and government level.	ZARZ2A_W01
W02	The student is aware of the importance of computer programs in administrative work..	ZARZ2A_W04
in terms of <b>SKILLS</b> :		
U01	The student is able to use various types of electronic tools used in local government and government administration	ZARZ2A_U09
U02	The student is aware of the role of the development of electronic administration as a condition for building an information society	ZARZ2A_U12
In terms of <b>SOCIAL COMPETENCES</b> :		
K01	The student is able to use e-administration tools to implement projects in the public sphere.	ZARZ2A_K02

**Ways of verifying the achievement of the learning outcomes in question**

Learning outcome	Way of verifying (+/-)																	
	Test			Project			Case study			Presentation			Activity during classes			Team work		
	Form of classes			Form of classes			Form of classes			Form of classes			Form of classes			Form of classes		
	W	C	...	W	C	...	W	C	...	W	C	...	W	C	...	W	C	...
W01	+				+													
W02	+				+													
U01	+				+													
U02	+				+													
K01														+				

**4.5. Criteria for assessing the degree of achievement of learning outcomes**

Form of classes	Grade	Assessment criteria
Lecture	3	Passed the final test at the level of 50-60% of the maximum possible number of points.
	3,5	Passed the final test at the level of 61-70% of the maximum possible number of points.
	4	Passed the final test at the level of 71-80% of the maximum possible number of points.
	4,5	Passed the final test at the level of 81-90% of the maximum possible number of points.
	5	Passed the final test at the level of 91-100% of the maximum possible number of points.
Practical classes	3	passed the project and participation in the discussion at the level of 50-60% of the maximum possible number of points.
	3,5	passed the project and participation in the discussion at the level of 61-70% of the maximum possible number of points
	4	passed the project and participation in the discussion at the level of 71-80% of the maximum possible number of points
	4,5	passed the project and participation in the discussion at the level of 81-90% of the maximum possible number of points
	5	passed the project and participation in the discussion at the level of 91-100% of the maximum possible number of points

**4. ECTS POINTS BALANCE - STUDENT WORKLOAD**

Category	Student workload	
	Full time studies*	Part time studies*
NUMBER OF HOURS IMPLEMENTED WITH DIRECT PARTICIPATION OF THE TEACHER /CONTACT HOURS/	47	22
Participation in lectures	30	10
Participation in practical classes	15	10
Participation in test	2	2
STUDENT'S INDEPENDENT WORK /NON-CONTACT HOURS/	28	53

<i>Preparation for the lecture</i>	5	13
<i>Preparation for practical classes</i>	10	20
<i>Preparation to the test</i>	13	20
<b><i>TOTAL HOURS</i></b>	<b>75</b>	<b>75</b>
<b>ECTS Credits</b>	<b>3</b>	<b>3</b>