

Subject card

Subject name and code	IT in Administration, PG_00156643						
Field of study	Information Science and Econometrics						
Date of commencement of studies	October 2024		Academic year of realisation of subject		2025/2026		
Education level	postgraduate studies		Subject group		Obligatory subject group in the field of study Subject group related to scientific research in the field of study		
Mode of study	part-time studies		Mode of delivery		at the university		
Year of study	2		Language of instruction		Polish		
Semester of study	3		ECTS credits		2.0		
Learning profile	academic		Assessment form				
Conducting unit	Katedra Informatyki Ekonomicznej -> Faculty of Management						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Jacek Maślankowski				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	9.0	0.0	0.0	0.0	0.0	9
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	9		10.0		35.0	54
Subject objectives	To familiarize students with the tasks of public administration and the use of ICT to support their implementation, in particular for the provision of online public services.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[liEMU2_U02] The student is able to proficiently acquire detailed information about economic processes and phenomena through direct observation, planned experimentation or database queries, as well as collect and process it using modern information technology tools.	Is able to define the concept of e-administration and list the basic e-services provided by public administration. Is able to assess the level of quality of e-services provided by public administration.	[SU2] presentation/project/paper/report
	[liEMU2_W05] The student has an in-depth knowledge of socio-economic data sources, their databases and how to create them.	Knows the tasks of e-administration. Knows what IT solutions support the implementation of services provided by public administration.	[SW2] presentation/project/paper/report
	[liEMU2_U09] The student has an in-depth ability to prepare written works, oral speeches and multimedia presentations on the functioning and growth of the national economy and its components, the course of complex economic phenomena and processes, the acquisition of data about them, their collection, processing and analysis with the help of modern mathematical, statistical, econometric and IT tools, as well as their use in modeling, forecasting and optimization.	Is able to define the concept of e-administration and list the basic e-services provided by public administration.	[SU2] presentation/project/paper/report
	[liEMU2_K05] The student can think and act in an entrepreneurial manner and flexibly adapt to changing environmental conditions. Thinks creatively and can go beyond the usual patterns.	Collaborates in a team by implementing group projects. Adheres to agreements made.	[SK2] presentation/project/paper/report
	[liEMU2_W02] The student has an in-depth knowledge of economic structures and institutions, the processes taking place in them, the connections between them and their dynamics, and has an in-depth knowledge of the phenomena and processes taking place in their environment.	Knows the online services provided by public administration.	[SW2] presentation/project/paper/report
Subject contents	Legal basis of e-Administration Document management in public administration Electronic distribution of information Access to public information Electronicization of public procurement Information security E-government in Poland and Europe. Smart City. Open Data.		
Prerequisites and co-requisites	Basic knowledge of IT issues in office applications.		
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Project	51.0%	100.0%
Recommended reading	Basic literature	1. Gałach A. Krajowe ramy interoperacyjności : systemy informatyczne w administracji publicznej, C. H. Beck, Warszawa, 2015. 2. Rozporządzenia Prezesa Rady Ministrów z dnia 27 grudnia 2011 r. w sprawie wymagań technicznych dokumentów elektronicznych zawierających akty normatywne i inne akty prawne, elektronicznej formy dzienników urzędowych oraz środków komunikacji elektronicznej i informatycznych nośników danych. 3. Fleszer D. (red.) Bezpieczeństwo informacji w administracji publicznej. Sosnowiec, 2017.	
	Supplementary literature	1. Bielak-Jomaa E. RODO - ogólne rozporządzenie o ochronie danych : komentarz. Wolters Kluwer Polska, Warszawa, 2018. 2. Materiały Open Data w zakresie e-government: http://www.open.edu/openlearn/science-maths-technology/it-e-government/content-section-0?intro=1 3. Vale Pereira G. Delivering public value through open government data initiatives in a Smart City context. Springerlink.com, 2016.	

	eResources addresses	Adresy na platformie eNauczanie:
Example issues/ example questions/ tasks being completed	E-government system designPublic administration system developmentInteroperability principles design	
Work placement	Not applicable	

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