

COURSE SYLLABUS

E-government

Degree of higher education – first (bachelor)

Specialty – 281 Public Management and Administration

Educational program – Public Management and Administration

Course status – compulsory

Instructor: Ponomarenko I.V., Associate Professor of Department of Marketing and Communication Design.

1. Course description:

Semester(s): 8.

Scope: total number of hours – 90, including: lectures – 24 hours, practical – 24 hours, independent work – 42 hours; number of ECTS credits – 3.

The purpose of the course is to form in students a theoretical and practical system of knowledge on the basics of e-government; to teach students to be able to use the system of electronic document management, as well as the formation of competencies: Ability to learn and master modern knowledge, Ability to plan and manage time, Ability to use modern information and communication technologies, software packages and special purpose, Ability to use in the process of preparation and implementation of management decisions modern ICT, Ability to provide information and analytical support of management processes using modern information resources and technologies, Ability to use electronic document management, Ability to implement innovative technologies, Ability to represent public authorities and establish effective communications.

Learning outcomes of the course:

know: categorical-conceptual apparatus of information society and e-government issues; general principles, methods and models of e-government; regulatory framework for ensuring the development of the information society and e-government; essence, significance and main stages of e-government formation in Ukraine; basic principles, directions and mechanisms of transformation of the public administration system in Ukraine in accordance with the requirements of the information society; organizational management system for the implementation of e-government in Ukraine; the best foreign and domestic experience in this field; Know the structure and features of the functioning of public administration and administration; Know and understand the basics of e-government;

be able to: assess and analyze the state of e-government; apply the acquired skills in practical activities on information policy; assess the state of management of their electronic information resources by public authorities and local governments; to carry out a comprehensive analysis of the level of readiness of public authorities and local governments to implement modern information and communication technologies; Be able to use the electronic document management system; Be able to initiate, develop and implement innovations at different levels of public administration;

able to demonstrate: the ability to abstract thinking, analysis and synthesis; ability to improve and develop professional, intellectual and cultural levels; ability to professionally analyze information, assess the completeness and possibilities of its use; ability to organize and develop measures for the implementation of e-government in various areas of public administration and administration;

ability to organize information and analytical support of management processes with the use of modern information resources and technologies; ability to carry out professional activities and make informed decisions, guided by the principles of social responsibility, legal and ethical norms; Carry out effective communication in the field of public administration and administration on the basis of social responsibility, legal and ethical norms;

to have skills: assess and analyze the state of e-government; generate new ideas and non-standard approaches to their implementation (creativity); use the best foreign and domestic experience in the field of e-government; Be able to establish communication between citizens and public authorities and local governments; Apply quality control methods in the field of professional activity;

solve independently: tasks of application of communication and information technologies in the process of

preparation, acceptance and implementation of managerial decisions; tasks related to the organization of the e-document management system in the organization.

Required educational components (prerequisites, co-requisites and post-requisites): business Ukrainian language, information systems and technologies in the economy, Ukrainian and foreign culture, statistics, public administration, public communications and interaction with the public, strategic planning of the country's development.

Course content: Topic 1. Conceptual principles of e-government. Topic 2. Electronic democracy and electronic state. Topic 3. Public policy and public administration of the information society and e-government. Information society and e-government development assessment systems. Topic 4. Foreign and domestic experience in implementing e-government. Topic 5. Organizational and legal support of e-government in Ukraine. Standardization in e-government. Topic 6. Information infrastructure of e-government. Topic 7. Electronic information resources. Topic 8. Electronic administrative services. Topic 9. Information security in e-government.

Forms of final control: exam (semester 8).

Tools for diagnosing learning success: individual tasks, namely: presentations, essays, calculation works, exercises, tasks, etc., questions for current control, questions for final control, tests.

Language of instruction: Ukrainian, English.

2. Assessment:

Distribution of points received by applicants for higher education

Ongoing assessment and independent work a									MC	Exam	Total
T1	T2	T3	T4	T5	T6	T7	T8	T9			
5	5	5	5	10	10	10	10	10	20	10	100

Distribution of points in the course

Evaluation	T1	T2	T3	T4	T5	T6	T7	T8	T9	Total
Speech at a practical lesson	5	5	5	5	10	10	10	10	10	70
Individual tasks (creative works, exercises, situational tasks)	-	-	-	-	-	-	-	-	-	-
Presentations, essays	-	-	-	-	-	-	-	-	-	-
Ongoing control (by topics)	10				10				20	
Modular control										10
Total in the course										100

Exam evaluation criteria:

Written exam – 10 points, including: testing – 3 points, full answer to a theoretical question – 3 points, solving a practical situation – 4 points.

Compliance with the scales for assessing the quality of learning material

Score on the national scale	Points	Assessment on the ECTS scale	Definition
excellent / passed	90-100	A	Excellent (outstanding performance without errors)
good / passed	82-89	B	Very good (above the average standard but with minor errors)
	74-81	C	Good (generally sound work with some errors)

satisfactory / passed	64-73	D	Satisfactory (fair but with significant shortcomings)
	60-63	E	Fair (performance meets the minimum criteria)
unsatisfactory / failed	35-59	FX	Fail (some more work required before the credit can be)
	0-34	F	Fail (considerable further work is required)

3. Course policy:

3.1 Mandatory observance of academic integrity by higher education students, namely:

- independent performance of all activities, tasks, forms of control provided by the working program of this course;
- references to the sources of information if ideas, developments, statements, information are used;
- compliance with the legislation on copyright and related rights;
- providing reliable information about the results of their own educational (scientific, creative) activities, used research methods and sources of information.

3.2. Recognition of learning outcomes obtained in non-formal education, if they correspond to the program learning outcomes, in the amount of 10 points, is allowed. Applicant for higher education applies with a statement, which is accompanied by documents, confirming the results of studies (diplomas, certificates, educational programs, etc.). In case of enrollment of a separate content module / modules of the discipline, the applicant is released from performing of the relevant tasks, receiving the maximum score for them in accordance with the rating system of evaluation of this discipline.

3.3. Obtaining a minimum grade in the discipline is possible in case that the practical / laboratory works are performed in full and all types of control on each topic are completed.

3.4. In case of late performance of works (without good reasons) the assessment for the relevant type of works

is reduced by one point for each overdue academic week, but not more than the maximum number of points for this work.

3.5. Postponement of delivery/retaking:

- for good reasons (sick leave, academic mobility, etc.) is possible without reducing the maximum score for works in case of prior notice of the reason for the delay (confirmed by the relevant document (certificate)) and deadline for postponement the delivery of work to the instructor personally or through the head of the group;
- without good reasons the work is evaluated with a decrease in the maximum score and the grade in the discipline can not be higher than "satisfactory".

3.6. In case of detection of manifestations of academic dishonesty, plagiarism, the student is obliged to perform the task again in compliance with the established requirements and with a decrease in the maximum score.

3.7. Missed classes are subject to practice individually or by a group of students on the application and on terms, agreed with the teacher.

3.8. Assessment appeal is made on the application of the applicant by forming a commission of three persons from the lecturers of the department and the mandatory presence of the head of the department, which accepts and evaluates the work of the applicant, a grade for which the applicant appeals.