

Syllabus

Course description

Course title	Information and Digitalization LAB
Course code	27604
Scientific sector	INF/01
Degree	LM 63 – Master in Public Policies and Administration
Semester and academic year	2nd semester, 2024/2025
Year	1st year
Credits	3
Modular	No

Total lecturing hours	30
Total lab hours	-
Total exercise hours	-
Attendance	Suggested, but not required
Prerequisites	not foreseen
Course page	https://www.unibz.it/en/faculties/economics-management/master-public-policies-administration/

Specific educational objectives	<p>The course is designed to acquire further computer skills.</p> <p>The course familiarizes students with the application of information and communication technologies (ICT) in Public Administration. It aims to develop the ability to seamlessly integrate ICT solutions and regulatory tools, as outlined in the Digital Administration Code, within public sector operations. This includes understanding how these technologies can be utilized to optimize the efficiency and effectiveness of Public Administration activities.</p>
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Lecturer	Andrea Molinari Office E310 e-mail: Andrea.Molinari@unibz.it https://www.unibz.it/it/faculties/engineering/academic-staff/person/3420-andrea-molinari
Scientific sector of the lecturer	INF/01
Teaching language	Italian
Office hours	9
Lecturing assistant	-
Teaching assistant	-
List of topics covered	<ul style="list-style-type: none"> • Information Technology and Public Administration • The Digital Administration Code • Digital Signature and Certified e-Mail • Digital Document Protocol • Information Security and Public Administration • Digital infrastructure in Public Administration

	<ul style="list-style-type: none"> • Designing Inclusive and Accessible Digital Services • Information Systems and Public Administration • General Data Protection Regulation (GDPR)
Teaching format	Frontal lectures
Learning outcomes	<p><u>Knowledge and understanding:</u></p> <ul style="list-style-type: none"> • Fundamentals of Computer-based Technologies and their use in the Public Administration, and the role of the Italian Code of Digital Public Administration in the digital revolution of the European Public Sector. • The role of Information Systems inside the Public Administration. • New rules for the Public Administration deriving from the digital economy. <p><u>Applying knowledge and understanding:</u></p> <ul style="list-style-type: none"> • Knowledge of the main computer-based technologies used by the Public Administration • Useful Knowledge of the legal framework regulating ICT (as used by different Public administrations to communicate among themselves as well as a tool of communication between the PA and the citizen) • Ability to analyze the typical procedures set up by Public Administrations and identify the better solution that implies the use of ICT • Solving issues linked to electronic security <p><u>Making judgments:</u></p> <ul style="list-style-type: none"> • Ability to make judgements about the situation of the Information System inside the organization where they work, highlighting critical aspects and possible innovations <p><u>Communication skills:</u></p> <ul style="list-style-type: none"> • Using Information Systems knowledge to interact with ICT personnel and possibly proposing new ICT-based solutions <p><u>Learning skills:</u></p> <ul style="list-style-type: none"> • Being able to learn from experience, from other colleagues and from ICT-specialized personnel, evaluating ICT-related project and then applying these skills to their daily working activities
Assessment	<p>Student learning outcomes will be evaluated through written exams comprising open-ended questions.</p> <p>For Attending and Non-Attending students</p> <ol style="list-style-type: none"> 1. Optional midterm exam.

	<p>2. Final exam. Students who chose to take the midterm exam will have a shorter final exam that excludes the material covered in the midterm.</p> <ul style="list-style-type: none"> • Final grades will be calculated based on a weighted average, with the midterm exam and the final exam each contributing 50%. • For students who opt out of the midterm exam, the final exam will account for 100% of their final grade." <p><i>NOTE: Project work and classroom contributions are valid for 1 academic year and cannot be carried over beyond that time-frame.</i></p>
Assessment language	Italian; B1-Italian is required to sit the exam
Evaluation criteria and criteria for awarding marks	Evaluation criteria for the written test include clarity and precision in answers, mastery of ICT terminology within Public Administration, and the ability to critically analyze and propose solutions. Additionally, responsiveness and relevance of arguments concerning the content, the ability to synthesize information, and the effective application of concepts to real-world scenarios in the Public Sector will be evaluated.
Required readings	study material and bibliography provided by the teacher
Supplementary readings	Readings available at the Agency for Digital Italy (http://www.agid.gov.it/)