Syllabus
Course description

<table>
<thead>
<tr>
<th>Course title</th>
<th>Information and Digitalization LAB</th>
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<tbody>
<tr>
<td>Course code</td>
<td>27604</td>
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<tr>
<td>Scientific sector</td>
<td>INF/01</td>
</tr>
<tr>
<td>Degree</td>
<td>LM 63 – Master in Public Policies and Administration</td>
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<tr>
<td>Semester and academic year</td>
<td>2nd semester, 2024/2025</td>
</tr>
<tr>
<td>Year</td>
<td>1st year</td>
</tr>
<tr>
<td>Credits</td>
<td>3</td>
</tr>
<tr>
<td>Modular</td>
<td>No</td>
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- Total lecturing hours: 30
- Total lab hours: -
- Total exercise hours: -
- Attendance: Suggested, but not required
- Prerequisites: not foreseen

Specific educational objectives
The course is designed to acquire further computer skills. 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.

Lecturer
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Scientific sector of the lecturer
INF/01

Teaching language
Italian

Office hours
9

Lecturing assistant
- 

Teaching assistant
- 

List of topics covered
- 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
### Learning outcomes

#### Knowledge and understanding:
- The role of Information Systems inside the Public Administration.
- New rules for the Public Administration deriving from the digital economy.

#### Applying knowledge and understanding:
- 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.

#### Making judgments:
- Ability to make judgements about the situation of the Information System inside the organization where they work, highlighting critical aspects and possible innovations.

#### Communication skills:
- Using Information Systems knowledge to interact with ICT personnel and possibly proposing new ICT-based solutions.

#### Learning skills:
- 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

Student learning outcomes will be evaluated through written exams comprising open-ended questions.

**For Attending and Non-Attending students**

1. Optional midterm exam.
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.

- 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.

*NOTE: Project work and classroom contributions are valid for 1 academic year and cannot be carried over beyond that time-frame.*

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<thead>
<tr>
<th>Assessment language</th>
<th>Italian; B1-Italian is required to sit the exam</th>
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<tbody>
<tr>
<td>Evaluation criteria and criteria for awarding marks</td>
<td>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.</td>
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<table>
<thead>
<tr>
<th>Required readings</th>
<th>study material and bibliography provided by the teacher</th>
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<tbody>
<tr>
<td>Supplementary readings</td>
<td>Readings available at the Agency for Digital Italy (<a href="http://www.agid.gov.it/">http://www.agid.gov.it/</a>)</td>
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