



EDUCATION PROGRAMMES

PROGRAMMES AND PLANS OF STUDIES 2016/2017

RESULT NUMBER O3 – NUMBER OF ACTION: O3-A1
PROJECT
E-GOVERNMENT 2.0 IN PRACTICE



CRACOW 2015



Table of contents

I. COMMUNICATION AND MODERN TECHNOLOGIES IN THE PUBLIC SECTOR.....	3
SECOND CYCLE MASTER'S STUDIES.....	3
II. E-GOVERNMENT 2.0.....	7
POSTGRADUATE STUDIES PROGRAMME.....	7
III. TRAININGS PROGRAMME.....	10
IV. SUMMER SCHOOL PROGRAMME.....	13

I. Communication and modern technologies in the public sector
Second cycle Master's studies

SUBJECT (SPECIALIZATION COURSE)	Lectures	Tutorial	Practicals	Laboratory	Project	E-Learning	TOTAL	ECTS credits
PUBLIC ADMINISTRATION IN POLAND	0	0	12	0	0	5	17	2
NEW METHODS OF MANAGEMENT IN THE PUBLIC SECTOR	0	0	14	0	0	0	14	2
E-GOVERNMENT 2.0	0	0	14	0	0	0	14	2
PUBLIC INFORMATION	0	0	16	0	0	0	16	2
PARTICIPATION IN PRACTICE	0	0	14	0	0	6	20	2
COMMUNICATION, DIALOGUE AND NEGOTIATIONS IN PUBLIC CONSULTATIONS	0	0	16	16	12	5	49	6
MANAGEMENT OF SOCIAL MEDIA CHANNELS	0	0	0	12	0	0	12	1
PROJECTS 2.0	0	0	0	12	6	0	18	2
WEB 2.0 TOOLS	0	0	0	20	10	10	40	5
Specialty – total number of hours	0	0	86	60	28	26	200	24



YEAR I/ SEMESTER 1							
SUBJECT (SPECIALIZATION COURSE)	Lectures	Tutorial	Practicals	Laboratory	Project	E-Learning	ECTS credits
PUBLIC ADMINISTRATION IN POLAND			12			5	2
NEW METHODS OF MANAGEMENT IN THE PUBLIC SECTOR			14				2
E-GOVERNMENT 2.0			14				2
PUBLIC INFORMATION							
PARTICIPATION IN PRACTICE							
COMMUNICATION, DIALOGUE AND NEGOTIATIONS IN PUBLIC CONSULTATIONS							
MANAGEMENT OF SOCIAL MEDIA CHANNELS							
PROJECTS 2.0							
WEB 2.0 TOOLS							
Year 1, Semester 1 – total number of hours	0	0	40	0	0	5	6
YEAR I/ SEMESTER 2							
SUBJECT (SPECIALIZATION COURSE)	Lectures	Tutorial	Practicals	Laboratory	Project	E-Learning	ECTS credits
PUBLIC ADMINISTRATION IN POLAND							
NEW METHODS OF MANAGEMENT IN THE PUBLIC SECTOR							
E-GOVERNMENT 2.0							
PUBLIC INFORMATION			16				2



PARTICIPATION IN PRACTICE			14			6	2
COMMUNICATION, DIALOGUE AND NEGOTIATIONS IN PUBLIC CONSULTATIONS			16		6		3
MANAGEMENT OF SOCIAL MEDIA CHANNELS							
PROJECTS 2.0							
WEB 2.0 TOOLS							
Year 1, Semester 2 – total number of hours	0	0	46	0	6	6	7
YEAR II/ SEMESTER 3							
SUBJECT (SPECIALIZATION COURSE)	Lectures	Tutorial	Practicals	Laboratory	Project	E-Learning	ECTS credits
PUBLIC ADMINISTRATION IN POLAND							
NEW METHODS OF MANAGEMENT IN THE PUBLIC SECTOR							
E-GOVERNMENT 2.0							
PUBLIC INFORMATION							
PARTICIPATION IN PRACTICE							
COMMUNICATION, DIALOGUE AND NEGOTIATIONS IN PUBLIC CONSULTATIONS				16	6	5	3
MANAGEMENT OF SOCIAL MEDIA CHANNELS				12			1
PROJECTS 2.0							
WEB 2.0 TOOLS				20	10	10	5
Year 2, Semester 3 – total number of hours	0	0	0	48	16	15	9



YEAR II/ SEMESTER 4							
SUBJECT (SPECIALIZATION COURSE)	Lectures	Tutorial	Practicals	Laboratory	Project	E-Learning	ECTS credits
PUBLIC ADMINISTRATION IN POLAND							
NEW METHODS OF MANAGEMENT IN THE PUBLIC SECTOR							
E-GOVERNMENT 2.0							
PUBLIC INFORMATION							
PARTICIPATION IN PRACTICE							
COMMUNICATION, DIALOGUE AND NEGOTIATIONS IN PUBLIC CONSULTATIONS							
MANAGEMENT OF SOCIAL MEDIA CHANNELS							
PROJECTS 2.0				12	6		2
WEB 2.0 TOOLS							
Year 2, Semester 4 – total number of hours	0	0	0	12	6	0	2



II. E-government 2.0

Postgraduate studies programme

SUBJECT	SCOPE	Total number of hours of subject	Number of hours of theoretical classes	Number of hours of practical classes	ECTS credits
E-GOVERNMENT 2.0 – basic issues	From administration 1.0 to administration 2.0	10	6	4	
	Web 2.0: trends and methods of work	10	2	8	
	Managing social media	8	0	8	
	E-democracy	8	2	6	
	Open data and re-use	8	2	6	
	Crowdsourcing – as a form of civil constitutionalism	10	4	6	
	Diploma seminar training	4	0	4	
E-GOVERNMENT 2.0-basic issues – total number of hours		58	16	42	7
MODERN TECHNOLOGIES IN PUBLIC ADMINISTRATION	Web 2.0 Tools (Open source, visualizing of arguments, applications such as forums, evaluation, commenting, social media, etc.).	12	0	12	
	Public services executed in cooperation with citizens using ICT	10	4	6	



	Modern technologies in public administration - technical issues (Security of data and web applications , Web usability, ergonomics of websites and applications 2.0)	8	4	4	
MODERN TECHNOLOGIES IN IN PUBLIC ADMINISTRATION – total number of hours		30	8	22	4
E-GOV 2.0 PROJECTS (e-consultations, e-evaluation, e-activity)	Legal conditions of e-gov 2.0 projects	2	2	0	
	Forms of electronic participation	10	2	8	
	Defining a problem in e-gov 2.0 projects	3	1	2	
	Opinion research before and during the held 2.0 projects – tools	10	2	8	
	Mapping of stakeholders	4	0	4	
	Arranging schedule of projects processes	2	0	2	
	Managing e-participatory process	6	2	4	
	Feedback and reporting	3	1	2	
E-GOV 2.0 PROJECTS (e-consultations, e-evaluation, e-activity) – total number of hours		40	10	30	6
ACTIVATING LOCAL COMMUNITIES	The role of a moderator and the roles of participants in the projects and campaigns 2.0	4	2	2	
	Communication techniques in projects 2.0 (communication skills training, methods of resolving conflicts)	10	0	10	



	Tools for activation of local communities	10	4	6	
	Policy making 2.0 – Internet projects supporting political decision making	10	4	6	
ACTIVATING LOCAL COMMUNITIES – total number of hours		34	10	24	4
E-CONSULTATIONS IN PRACTICE	Execution of the Project 2.0 (participational budget, area development plans, open data, other)	30	0	30	
	Diploma seminar	8	0	8	
E-CONSULTATIONS IN PRACTICE – total number of hours		38	0	38	9
TOTAL		200			30



III. Trainings programme

WEB TOOLS IN THE PUBLIC SECTOR - 48 hours		
THEMATIC BLOCKS:	Training day:	Number of hours:
INTRODUCTION INTO E-GOVERNMENT 2.0	I	2
FIELDS OF E-GOV 2.0 APPLICATION		6
GOOD PRACTICES – SELECTED IMPLEMENTATIONS OF E-GOV 2.0	II	6
BAD PRACTICES – HOW NOT TO USE TOOLS 2.0		2
THE POTENTIAL OF CROWDSOURCING	III	4
OPEN DATA		4
SELECTED TOOLS 2.0 – POSSIBILITIES	IV	3
WORDPRESS		5
IT WORKSHOPS – PLATFORM 2.0	V	8
IT WORKSHOPS – PLATFORM 2.0	VI	6
TRAINING SUMMARY		2
TOTAL	6	48



PUBLIC OPINION RESEARCH – METHODOLOGY - 24 hours		
THEMATIC BLOCKS:	Training day:	Number of hours:
INTRODUCTION. PLANNING RESEARCH PROCESS	I	2
CONCEPTUALIZATION AND OPERATIONALIZATION OF RESEARCH		2
SELECTION OF METHODS AND TECHNIQUES IN SOCIAL RESEARCH		4
CHARACTERISTICS OF THE STUDIED POPULATION, SELECTION OF SAMPLE	II	2
QUANTITATIVE METHODS IN SOCIAL RESEARCH		3
QUALITATIVE METHODS IN SOCIAL RESEARCH		3
DATA ANALYSIS AND INTERPRETATION. REPORTING	III	3
ORGANIZATION AND IMPLEMENTATION OF RESEARCH - PRACTICAL GUIDANCE		2
OUTSOURCING SOCIAL RESEARCH OUTSIDE THE ORGANIZATION - FORMULATING AN OFFER, PRINCIPLES OF COOPERATION WITH CONTRACTORS, MONITORING IMPLEMENTATION OF RESEARCH		3
TOTAL	3	24



TRAINING OF COMMUNICATION SKILLS - 16 hours		
THEMATIC BLOCKS:	Training day:	Number of hours:
INTRODUCTION. RUDIMENTS OF COMMUNICATION IN DIFFERENT SOCIAL CONTEXTS	I	1
PLANNING COMMUNICATIONS IN SOCIAL DIALOGUE		2
ARGUMENTATION AND CONTR-ARGUMENTATION – ELEMENTS OF RHETORICS AND ERISTIC		3
FEEDBACK		2
TYPES OF SPEAKER AND RECIPIENT AND THEIR INFLUENCE ON THE EFFECTIVENESS OF REACHING THE RECIPIENT	II	2
DIFFICULT COMMUNICATION SITUATIONS – WORKSHOPS		6
TOTAL	2	16


IV. Summer School Programme

E-SERVICES AND SECURE E-GOVERNANCE	
COURSES:	Days:
WEEK ONE	
INTRODUCTION TO SUMMER SCHOOL	1
INTRODUCTION TO E-ESTONIA	2
LEGAL ASPECTS OF E-GOVERNANCE & VIRTUAL WORLD, CYBER SECURITY & SECURE GOVERNANCE	3
FROM DIGITAL ADMINISTRATION TOWARDS E-SERVICES: BUILDING INTEROPERABILITY AND DIGITAL DATA EXCHANGE	4
BUSINESS PROCESSES AUTOMATIZATION & OPTIMIZATION	5
WORKING WITH IT APPLICATION	6
A DAY OFF	7
WEEK TWO	
DEFINING THE SCOPE FOR E-SERVICES	1
INFORMATION MANAGEMENT & DIGITAL ARCHIVING	2
TRANSFORMATION AND CHANGE MANAGEMENT, BENCHMARK. AUDITING PROJECTS AND REQUIREMENTS	3
VIRTUAL ENVIRONMENTS' USABILITY	4
START-UP WORLD & PROTOTYPING IDEAS	5
FINAL WRAP-UP OF THE SUMMER SCHOOL	6
A DAY OFF	7