

Academic Year/course: 2021/22

29030 - Administrative Language

Syllabus Information

Academic Year: 2021/22

Subject: 29030 - Administrative Language

Faculty / School: 228 - Facultad de Empresa y Gestión Pública

Degree: 429 - Degree in Public Management and Administration

ECTS: 3.0

Year: 4

Semester: First semester

Subject Type: Optional

Module:

1. General information

2. Learning goals

3. Assessment (1st and 2nd call)

4. Methodology, learning tasks, syllabus and resources

4.1. Methodological overview

The methodology followed in this course is oriented towards the achievement of the learning objectives. In the learning process, different teaching methodologies will be used depending on whether the modality of face-to-face or distance learning is used. The indicated teaching methodologies allow the involvement of the student in their learning process and allow the teachers to solve the problems and doubts that may arise.

The teaching methodologies for the face-to-face students are the following:

1. **Theory and practice sessions.** The presentation of contents by the teacher, including practical exercises on the blackboard.
2. **Workshop.** Supervised session where students work individually or in groups and receive assistance and guidance when necessary.

The teaching methodologies for distance students are the following:

1. **The study materials prepared by the faculty**, which will consist of at least one didactic guide for the preparation of the theoretical contents, the elaboration of the continuous assessment tests, the offer of training activities on the Moodle platform and evaluation systems.
2. **Workshop.** Supervised session where students work individually or in groups and receive assistance and guidance when necessary.

4.2. Learning tasks

This course is organized as follows:

A. Training activities for the face-to-face students:

Teaching sessions. This part consists on the 40% of the workload of this course. It includes the interaction of students with teaching teams through:

- Lectures. The teacher or external experts explain the contents to the students.
- Practice sessions. Practical exercises, problems and cases solved by the students.
- Assignments.
- Face-to-face tutorials, in which specific orientations will be offered on the different topics, additional contents for a deeper study of the course, tips for a better approach to the course and assessment tasks.

Autonomous work. This part consists on the 60% of the workload of this course. It includes: The individual study of the topics proposed by the teaching staff.

- The preparation of team and individual assignments. Preparation of activities to present or hand in in the practice sessions or assessment sessions.
- Autonomous work on the practical activities proposed by the teacher in the continuous assessment.
- Assessment tasks and exams.

B. Training activities for distance students:

Distance learning activities. This part consists on the 20% of the workload of this course. It includes the interaction of students with teaching teams through:

- Working sessions with Zoom, Google Meet and Microsoft Teams Videoconferencing platforms that allow classes, lectures and expository techniques to be carried out through the internet. In addition, it allows all the participants to share the desktop, so they can see the screen e.g. presentations, software, etc.
- Face-to-face/online tutorials, in which specific orientations will be offered on the different topics, additional contents for a deeper study of the course, tips for a better approach to the course and assessment tasks.
- Virtual work in networks or activities on the Moodle platform. Collaborative work that starts from a virtual space (Teaching Digital Ring, specifically Moodle platform), designed by the teacher and of restricted access, in which documents can be shared to work on them simultaneously and new ones can be added. It also contains the classes and lectures, both theoretical and virtual practical activities. It also allows the student to communicate in a synchronous and asynchronous manner, and participate in all the discussions.

Autonomous work training activities. This part consists on the 80% of the workload of this course. It includes: The individual study of the topics proposed by the teaching staff.

- The preparation of team and individual assignments. Preparation of activities to present or hand in in the practice sessions or assessment sessions.
- Autonomous work on the practical activities proposed by the teacher in the continuous assessment.
- Assessment tasks and exams.

4.3. Syllabus

This course will address the following topics:

Lectures

1. Specialized or technolectal languages.
2. The administrative language as the Spanish technolectal.
3. Orthographic uses.
4. Abbreviation procedures.
5. Morphological aspects.
6. Syntax issues.
7. Locutions, periphrases and idiomatic phrases.
8. The lexicon.
9. Treatments.
10. The style.
11. The types of administrative documents.
12. Citizens' documents.

Practice sessions

- Session 1. Analysis of an administrative text: identification of general technolectal features.
- Session 2. Analysis of text: Analysis and commentary of questions on graphic accentuation, punctuation signs, auxiliary signs and capital letters usages.
- Session 3. Identification, interpretation and classifying of abbreviation procedures.
- Session 4. Analysis and comment on syntactical and morphological aspects.
- Session 5. Analysis and comment on phraseology and lexical aspects.
- Session 6. Analysis and comment on treatment and style aspects.

- Session 7. Correction of a text.
- Session 8. Identification and classification of administrative texts.
- Session 9. Writing of an administrative document.
- Session 10. Writing of citizens' document.

4.4. Course planning and calendar

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course will be provided on the first day of class or please refer to the Facultad de Empresa y Gestión Pública website and Moodle.

Training activities for the face-to-face students:	Hours
1.a. Face-to-face training activities: Lectures	15
1.b. Face-to-face training activities: Practice sessions	8
1.c. Face-to-face training activities: Assignments	4
1.e. Face-to-face training activities: Face-to-face tutorials	3
2.a. Autonomous work training activities: Individual study	18
2.b. Autonomous work training activities: The preparation of team and individual works	5
2.d. Autonomous work training activities: Autonomous work on the practical activities proposed by the teacher in the continuous assessment	20
2.e. Autonomous work training activities: Assessment tasks and exams	2
Training activities for distance students	Hours
1.a. Distance learning activities: work sessions with videoconferencing platforms	7
1.b. Distance learning activities: Face-to-face tutorials and / or online tutorials	3
1.c. Distance learning activities: Virtual work in networks or activities in the Moodle platform	5
2.a. Autonomous work training activities: Individual study	25
2.b. Autonomous work training activities: The preparation of team and individual works	8
2.d. Autonomous work training activities: Autonomous work on the practical activities proposed by the teacher in the continuous assessment	25
2.e. Autonomous work training activities: Assessment tasks and exams	2