

29030 - Administrative Language

Información del Plan Docente

Academic Year	2017/18
Faculty / School	228 - Facultad de Empresa y Gestión Pública
Degree	429 - Degree in Public Management and Administration
ECTS	3.0
Year	4
Semester	Indeterminate
Subject Type	Optional
Module	---

1.General information

1.1.Introduction

1.2.Recommendations to take this course

1.3.Context and importance of this course in the degree

1.4.Activities and key dates

2.Learning goals

2.1.Learning goals

2.2.Importance of learning goals

3.Aims of the course and competences

3.1.Aims of the course

3.2.Competences

4.Assessment (1st and 2nd call)

4.1.Assessment tasks (description of tasks, marking system and assessment criteria)

5.Methodology, learning tasks, syllabus and resources

5.1.Methodological overview

The learning process designed for this subject is based on: 1) onsite theory sessions, with lecture by the teaching; 2) study and autonomous work of the students; 3) practical exercises and delivery to teaching in the fixed term; 4) commentary of a book and delivery to teaching in the fixed term; also, commentary of a paper of specialized review (with oral presentation in onsite session for discussion with the students).

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5.2. Learning tasks

The program that is offered to students to aid him to get the expected outcomes comprises the following activities:

Lecture class. Will consist in the exposition of the lectures by the teaching, encouraging the participation of the students. The purpose is to transmit the essential notions of the theory syllabus of the subject, in a clear and systematic way, encouraging moreover the student to the autonomous study and to deepen in concrete questions. The students will complete the explanation with the reading and consultation of the books that are recommended in the bibliography. The lectures are one more recourse for the students that desire to profit it, but it's not a requirement of presence in all sessions; besides, the presence isn't an object of assessment.

Practical exercises. Will be fulfilled exercises of text analysis and commentary, text correction and documents writing. The analysed texts will be contributed for the teaching or for the students. The students will fulfill four exercises at least, as individual work. Some exercise of text analysis and text correction will be able to work in group sessions.

Book review. The students will fulfill a book review, of the books indicated for the teaching in the specific bibliography; also, a commentary of a paper of specialized review, eligible of a list furnished for the teaching. Will be supplied also a prospect for their writing. The book review will be delivered to the teaching in the fixed term. The commentary of a paper of specialized review will be able to expound an oral presentation in an onsite session for discussion with the other students.

5.3. Syllabus

Contents

1. Specialized or technical languages.
2. The administrative language as the Spanish technical .
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. Types of administrative documents.
12. Citizens documents.

Practices program

Practice 1. Parsing of an administrative text: identification of general technical features.

Practice 2. Parsing of text: parsing and commentary of questions on graphic accentuation, punctuation signs, auxiliary signs and capital letters usages.

Practice 3. Identification, interpretation and classifying of abbreviation procedures.

Practice 4. Parsing and comment on syntactical and morphological aspects..

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Practice 5. Parsing and comment on phraseology and lexical aspects.

Practice 6. Parsing and comment on treatment and style aspects.

Practice 7. Correction of a text.

Practice 8. Identification and classifying of administrative texts.

Practice 9. Writing of an administrative document.

Practice 10. Writing of citizens document.

5.4.Course planning and calendar

The course includes 3 ECTS, organized according to:

- Attendance on site theory sessions (teature of contents).....	22 hours
- Attendance on sit epractic esessions (exercises).....	10 hours
- Seminar (text analysis and text correction).....	6 hours
- Individual work (commentary of a book, composition of texts).....	15 hours
- Autonomous work (study of coursecontents).....	12 hours
-Attendance to orientation tutorials (doubts resolution).....	3 hours
- Exams preparation (review).....	5hours
- A written final examistaken (written assessment).....	2 hours
Total student'swork =.....	75 hours (= 3 ECTS)

5.5.Bibliography and recommended resources

[BB: Basic bibliography / BC: Complementary bibliography]

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