

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Business Administration)

WARNING

1. PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM THE AWARD OF DEGREE/CERTIFICATE IF FOUND AT ANY STAGE.
2. SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".

Course: **Technology Policy and Administration (5014)** Semester: **Spring 2024**
Level: **MSc**

Please read the following instructions for writing your assignments.

(AD, BS, BEd, MA/MSc, MEd) (ODL Mode)

1. All questions are compulsory and carry equal marks but within a question, the marks are distributed according to its requirements.
2. Read the question carefully and then answer it according to the requirements of the question.
3. Avoid irrelevant discussion/information and reproducing from books, study guide or allied material.
4. Hand written scanned assignments are not acceptable.
5. Upload you typed (in Word or PDF format) assignments on or before the due date.
6. Your own analysis and synthesis will be appreciated.
7. Late assignments can't be uploaded at LMS.
8. The students who attempt their assignments in Urdu/Arabic may upload a scanned copy of their hand written assignments (in PDF format) on University LMS. The size of the file should not exceed 5 MB.

ASSIGNMENT No. 1

(Units: 1-5)

Total Marks: 100

Pass Marks: 50

Note: Attempt all questions.

- Q.1 Discuss the role of information technology in the field of public administration with examples. (20)
- Q.2 How is paperwork reduction possible through information technology in your view? Discuss with examples. (20)
- Q.3 What are the various benefits of Information Resources Management? Discuss with examples. (20)

- Q. 4 How could information privacy be maintained in digital government?
Discuss with examples. (20)
- Q.5 How does information technology help the local government to resolve the problems of the local community? Discuss with examples. (20)

ASSIGNMENT No. 2
(Units 1–9)

Total Marks: 100

Pass Marks: 50

This assignment is a research-oriented activity. You are required to obtain information from a business/commercial organization and prepare a report of about 1000 words on the topic allotted to you to be submitted to your teacher for evaluation.

You are required to select one of the following topics according to the last digit of your roll number. For example, if your roll number is P-3427180 then you will select topic # 0 (the last digit): -

Topics:

- 0) Politics, and Governmental Information Systems
- 1) Evolution of Information Technology Management
- 2) Benefits of Information Resources Management
- 3) Information Privacy Problems and Challenges
- 4) Facilitating Office Work through Technology
- 5) Focus Groups, and Information Technology
- 6) Issues of Privacy of Electronic Mail in the Public Workplace
- 7) World Wide Web Site Design and Uses
- 8) Information Technology and Research

The report should follow the following format:

- 1) Title page
- 2) Acknowledgments
- 3) An abstract (one page summary of the paper)
- 4) Table of contents
- 5) Introduction to the topic (brief history & significance of topic assigned)
- 6) Practical study of the organization (with respect to the topic)
- 7) Data collection methods
- 8) SWOT analysis (strengths, weaknesses, opportunities & threats) relevant to the topic assigned
- 9) Conclusion (one page brief covering important aspects of your report)
- 10) Recommendations (specific recommendations relevant to the topic assigned)
- 11) References (as per APA format)
- 12) Annexes (if any)

GUIDELINES FOR ASSIGNMENT # 2:

- 1.5 line spacing
- Use headers and subheads throughout all sections
- Organization of ideas
- Writing skills (spelling, grammar, punctuation)
- Professionalism (readability and general appearance)
- Do more than repeat the text
- Express a point of view and defend it.

WORKSHOPS

The workshop presentations provide students the opportunity to express their communication skills, knowledge & understanding of concepts learned during practical study assigned in assignment # 2.

You should use transparencies and any other material for effective presentation. The transparencies are not the presentation, but only a tool; the presentation is the combination of the transparencies and your speech. Workshop presentation transparencies should only be in typed format.

The transparencies should follow the following format:

- 1) Title page
- 2) An abstract (one page summary of the paper)
- 3) Introduction to the topic (brief history & significance of topic assigned)
- 4) Practical study of the organization (with respect to the topic)
- 5) Data collection methods
- 6) SWOT analysis (strengths, weaknesses, opportunities & threats) relevant to the topic assigned
- 7) Conclusion (one page brief covering important aspects of your report)
- 8) Recommendations (specific recommendations relevant to topic assigned)

GUIDELINES FOR WORKSHOP PRESENTATION:

- Make eye contact and react to the audience. Don't read from the transparencies or from the report, and don't look too much at the transparencies (occasional glances are acceptable to help in recalling the topic to cover).
- A 15-minute presentation can be practiced several times in advance, so do that until you are confident enough. Some people also use a mirror when rehearsing as a substitute for an audience.

WEIGHTAGE OF THEORY & PRACTICAL ASPECTS IN ASSIGNMENT # 2 & WORKSHOP PRESENTATIONS

Assignment # 2 & workshop presentations are evaluated on the basis of theory & its applicability. The weightage of each aspect would be:

Theory:	60%
Applicability (practical study of the organization):	40%

Technology Policy and Administration (Code # 5014)
Course Outline

- Block-1: Technology and Administration**
- Information Technology and Public Administration: The View from the Profession
 - Politics, Accountability, and Governmental Information Systems
- Block-2: Evolution of Information Technology Management**
- The Evolution of Information Technology Management at the Federal Level: Implications for Public Administration
 - The Realities of the Paperwork Reduction
- Block-3: Information Resources Management**
- Information Resources Management – key factors
- Block-4: Digital Government**
- Mediating the Tension between Information Privacy and Information Access: The Role of Digital Government
 - E-Government: An Overview
- Block-5: Leading-Edge Information Technologies**
- Leading-Edge Information Technologies and Local Governments
- Block-6: Information Technology - Results-Based Management**
- Information Technology as a Facilitator of Results-Based Management in Government
 - Computer Tools for Better Public Sector Management
- Block-7: Information Technology in Research and Practice**
- Survey Research, Focus Groups, and Information Technology in Research and Practice
 - Geographic Information Systems in the Public Sector
- Block-8: Issues of Privacy and Public Disclosure**
- Electronic Mail in the Public Workplace: Issues of Privacy and Public Disclosure
 - World Wide Web Site Design and Use in Public Management

Block-9: Future Challenges for Technology Policy and Administration

- Toward an Information Technology Research Agenda for Public Administration

Text Books and Readings

- 1) Toward an Information Technology Research Agenda for Public Administration by G. David Garson (North Carolina State University, USA), Publisher: McGraw Hill, latest edition.
- 2) Policy Practice and Digital Science: Integrating Complex Systems, Social Simulation and Public Administration by Marijn Janssen and Maria A. Wimmer, Publisher: Springer, latest edition.