 UNIVERSIDADE DA CORUÑA

Teaching Guide				
Identifying Data				**2021/22**
Subject (*)	Electronic Document Management		**Code**	710G04011
Study programme	Grao en Xestión Dixital de Información e Documentación			
Descriptors				
Cycle	**Period**	**Year**	**Type**	**Credits**
Graduate	1st four-month period	Third	Obligatory	6
Language	Spanish			
Teaching method	Face-to-face			
Prerequisites				
Department	Ciencias da Computación e Tecnoloxías da InformaciónDereito Público			
Coordinador	Rodríguez Martín-Retortillo, María del Carmen		**E-mail**	maria.rodriguez.martin-retortillo@udc.es
Lecturers	Gómez Brandón, Adrián		**E-mail**	adrian.gbrandon@udc.es
	Rodríguez Martín-Retortillo, María del Carmen			maria.rodriguez.martin-retortillo@udc.es
Web				
General description	A materia obxecto de estudo aborda distintos aspectos relativos á xestión documental e ó seu réxime xurídico.			
Contingency plan	1. Modifications to the contents 2. Methodologies *Teaching methodologies that are maintained *Teaching methodologies that are modified 3. Mechanisms for personalized attention to students 4. Modifications in the evaluation *Evaluation observations: 5. Modifications to the bibliography or webgraphy			

Study programme competences / results	
Code	**Study programme competences / results**
A1	CE1 - Know and understand the theoretical and methodological principles of information and documentation management to apply them in their professional activity
A3	CE3 - Knowing the reality and the social conditioning factors that influence the management of information
A7	CE7 - Plan and design an information management system, including information flows, both in an institutional and business context
A8	CE8 - Master the different methods of representation of data, information and knowledge that ensure efficient recovery
A9	CE9 - Master the foundations, methods and models of information retrieval and be trained to use and plan information and data recovery systems
A13	CE13 - Know and master the techniques and regulations for the creation and authentication, meeting, selection, organization, representation, preservation, recovery, access, dissemination and exchange, and evaluation of resources and information services
A14	CE14 - Apply the legal and regulatory provisions and procedures related to the information and documentation activity in general and in the digital environment in particular
A15	CE15 - Know and assume the ethical perspective and deontological values ??of information management as a whole and and in the digital environment in particular
A17	CE17 - Adopt an orientation to the market and the users of information creating valuable services and products for organizations and entities

A18	CE18 - Master and apply criteria of selection, acquisition, conservation and elimination of documents and information that allow to organize collections of documents of all nature	
A19	CE19 - Determine and apply methods, measures and techniques designed to order, protect, preserve and restore data, information and documents of different nature	
B1	CB1 - Possess and understand knowledge that provides a basis or opportunity to be original in the development and / or application of ideas, often in a research context	
B2	CB2 - Apply the knowledge acquired and their ability to solve problems in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their area of study	
B3	CB3 - Be able to integrate knowledge and face the complexity of making judgments based on information that, being incomplete or limited, includes reflections on social and ethical responsibilities linked to the application of their knowledge and judgments	
B4	CB4 - Know how to communicate their conclusions -and the knowledge and ultimate reasons that sustain them- to specialized and non-specialized audiences in a clear and unambiguous way	
B5	CB5 - Possess the learning skills that allow them to continue studying in a way that will be largely self-directed or autonomous	
B6	CG1 - Capacity for cooperation, teamwork and collaborative learning	
B7	CG2 - Capacity for reflection and critical reasoning	
B8	CG3 - Capacity for planning, organization and management of resources, information and operations	
B9	CG4 - Capacity for analysis, diagnosis and decision making	
B10	CG5 - Ability to work in an international and global context	
B11	CG6 - Ability to understand the importance, value and function of the Digital Information and Documentation Management in the current ICT society	
C1	CT1 - Express correctly, both orally and in writing, in the official languages ??of the autonomous community	
C2	CT2 - Use the basic tools of information and communication technologies (ICT) necessary for the exercise of their profession and for learning throughout their lives	
C3	CT3 - Develop oneself for the exercise of a citizenship that respects democratic culture, human rights and the gender perspective	
C4	CT4 - Understand the importance of the entrepreneurial culture and know the means available to entrepreneurs	
C5	CT5 - Acquire skills for life and habits, routines and healthy lifestyles	
C6	CT6 - Develop the ability to work in interdisciplinary or transdisciplinary teams, to offer proposals that contribute to a sustainable environmental, economic, political and social development	
C7	CT7 - Assess the importance of research, innovation and technological development in the socio-economic and cultural progress of society	
C8	CT8 - Have the ability to manage time and resources: develop plans, prioritize activities, identify criticisms, establish deadlines and comply with them	

Learning outcomes			
Learning outcomes	Study programme competences / results		
Comprender e saber facer fronte ós novos retos xerados na xestión documental polo desenvolvemento da documentación electrónica.	A1	B1	C1
	A3	B2	C2
	A7	B3	C3
	A8	B4	C4
	A9	B5	C5
	A13	B6	C6
	A14	B7	C7
	A15	B8	C8
	A17	B9	
	A18	B10	
	A19	B11	

Coñecer e saber aplicar os principios, métodos e normativas que rexen a xestión documental en calquera administración pública ou empresa privada.	A1	B1	C1
	A3	B2	C2
	A7	B3	C3
	A8	B4	C4
	A9	B5	C5
	A13	B6	C6
	A14	B7	C7
	A15	B8	C8
	A17	B9	
	A18	B10	
	A19	B11	
Coñecer a natureza, tipoloxía, modos de producción e ciclos de xestión da documentación producida polas administracións públicas e as empresas privadas.	A1	B1	C1
	A3	B2	C2
	A7	B3	C3
	A8	B4	C4
	A9	B5	C5
	A13	B6	C6
	A14	B7	C7
	A15	B8	C8
	A17	B9	
	A18	B10	
	A19	B11	
Coñecer e saber utilizar os principais sistemas dixitais de xestión documental que existen actualmente.	A1	B1	C1
	A3	B2	C2
	A7	B3	C3
	A8	B4	C4
	A9	B5	C5
	A13	B6	C6
	A14	B7	C7
	A15	B8	C8
	A17	B9	
	A18	B10	
	A19	B11	
Coñecer o marco legal e normativo que rexe a xestión documental.	A1	B1	C1
	A3	B2	C2
	A7	B3	C3
	A8	B4	C4
	A9	B5	C5
	A13	B6	C6
	A14	B7	C7
	A15	B8	C8
	A17	B9	
	A18	B10	
	A19	B11	

Coñecer as fases do ciclo de xestión documental e saber realizar as principais funcións propias de cada unha.	A1	B1	C1
	A3	B2	C2
	A7	B3	C3
	A8	B4	C4
	A9	B5	C5
	A13	B6	C6
	A14	B7	C7
	A15	B8	C8
	A17	B9	
	A18	B10	
	A19	B11	
Comprender a importancia estratéxica da dixitalización na xestión documental de administracións públicas e empresas privadas.	A1	B1	C1
	A3	B2	C2
	A7	B3	C3
	A8	B4	C4
	A9	B5	C5
	A13	B6	C6
	A14	B7	C7
	A15	B8	C8
	A17	B9	
	A18	B10	
	A19	B11	

Contents

Topic	Sub-topic
XESTIÓN DOCUMENTAL	- Concepto
	- e-Xestión
	- Sistemas de xestión documental (SXD)
SOPORTES E TIPOLOXÍAS DOCUMENTAIS	- Clasificación
	- Especial atención ós soportes dixitais
ADMINISTRACIÓN ELECTRÓNICA	- Concepto de E-Administración
	- Expediente electrónico
NORMATIVAS E REGULAMENTOS DA XESTIÓN DOCUMENTAL	- Normas de descripción archivística (ISAD(G), ISDIAH, NEDA)
	- Normas de xestión documental (ISO 15489, ISO 30300, 30301, 30302)
	- Normas para a dixitalización documental ISO 19263 y 19264
USO E CONSERVACIÓN DA DOCUMENTACIÓN	- Procedementos
CLASIFICACIÓN	- Identificación, valoración e clasificación
	- Os cadros de clasificación
	- Aplicacións dixitais para a creación de cadros de clasificación
DESCRIPCIÓN DOCUMENTAL	- Guías, inventarios e catálogos
	- ICA e CNEDA
	- Normas Españolas de Descripción Archivística (NEDA)
	- Norma ISDIAH
	- Norma ISAD(G)

CALIFICACIÓN DA DOCUMENTACIÓN	- Valoración e calificación da documentación
	- Táboas de valoración
	- O expurgo e a súa xestión
A TRANSFERENCIA DOCUMENTAL	- Concepto
ALMACENAMENTO E E-DEPÓSITO	- Concepto de almacenamento
	- Almacenamiento dixital
	- e-Depósito

Planning				
Methodologies / tests	Competencies / Results	Teaching hours (in-person & virtual)	Student?s personal work hours	Total hours
ICT practicals	A1 A3 A7 A8 A9 A13 A14 A15 A17 A18 A19 B1 B2 B3 B4 B5 B7 B8 B9 B10 B11 C1 C2 C3 C4 C5 C7 C8	8	8	16
Case study	A1 A3 A7 A8 A9 A13 A14 A15 A17 A18 A19 B1 B2 B3 B4 B5 B7 B8 B9 B10 B11 C1 C2 C3 C4 C5 C7 C8	6	12	18
Supervised projects	A1 A3 A7 A8 A9 A13 A14 A15 A17 A18 A19 B1 B2 B3 B4 B5 B7 B8 B9 B10 B11 C1 C2 C3 C4 C5 C7 C8	5	80	85
Objective test	A1 A3 A7 A8 A9 A13 A14 A15 A18 A19 B1 B2 B3 B4 B5 B7 B8 B9 B10 B11 C1 C2 C3 C4 C7 C8	2	0	2
Guest lecture / keynote speech	A1 A3 A7 A8 A9 A13 A14 A15 A17 A18 A19 B1 B2 B3 B4 B5 B6 B7 B8 B9 B10 B11 C1 C2 C3 C4 C5 C6 C7 C8	21	0	21
Personalized attention		8	0	8

(*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies	
Methodologies	Description
ICT practicals	Posibilitan ó alumnado aprender dun xeito efectivo, mediante actividades prácticas, a teoría dun ámbito de coñecemento, a través do uso das tecnoloxías da información e as comunicacións.
Case study	Mediante o estudo de casos o alumnado atópase ante unha situación específica que se expón onde suscítase un problema que ten que ser analizado para chegar a unha decisión razoada.

Supervised projects	A través dos traballos tutelados promóvese a aprendizaxe autónoma do alumnado, baixo a tutela do profesor no seguimento desa aprendizaxe.
Objective test	Nesta asignatura haberá unha proba obxectiva final (test) que avaliará os coñecementos adquiridos.
Guest lecture / keynote speech	Exposición oral complementada coa utilización de medios audiovisuais para transmitir os coñecementos e facilitar a aprendizaxe da materia.

Personalized attention	
Methodologies	**Description**
ICT practicals Case study Supervised projects	A atención personalizada oriéntase á resolución das dúbidas que se poidan plantexar na aprendizaxe da materia.

Assessment			
Methodologies	**Competencies / Results**	**Description**	**Qualification**
ICT practicals	A1 A3 A7 A8 A9 A13 A14 A15 A17 A18 A19 B1 B2 B3 B4 B5 B7 B8 B9 B10 B11 C1 C2 C3 C4 C5 C7 C8	Consisten en actividades prácticas que posibilitan ó alumnado aprender dun xeito efectivo, mediante o uso das tecnoloxías da información e as comunicacións.	20
Case study	A1 A3 A7 A8 A9 A13 A14 A15 A17 A18 A19 B1 B2 B3 B4 B5 B7 B8 B9 B10 B11 C1 C2 C3 C4 C5 C7 C8	A través do estudo de casos o alumnado atópase ante unha situación específica que se expón onde se suscita un problema que ten que ser analizado para chegar a unha decisión razoada.	10
Supervised projects	A1 A3 A7 A8 A9 A13 A14 A15 A17 A18 A19 B1 B2 B3 B4 B5 B7 B8 B9 B10 B11 C1 C2 C3 C4 C5 C7 C8	Mediante os traballos tutelados promóvese a aprendizaxe autónoma do alumnado, baixo a tutela do profesor no seguimento desa aprendizaxe.	30
Objective test	A1 A3 A7 A8 A9 A13 A14 A15 A18 A19 B1 B2 B3 B4 B5 B7 B8 B9 B10 B11 C1 C2 C3 C4 C7 C8	Nesta asignatura haberá unha proba obxectiva final (test) que avaliará os coñecementos adquiridos.	40

Assessment comments

O sistema de avaliación desta asignatura consistirá en:

- Proba obxectiva final (test): 40% (puntuarase de 0 a 4

puntos e para superar esta proba obxectiva requírese un mínimo de 2 puntos)

- Realización de prácticas e traballos tutelados: 50%, onde

2 puntos corresponden a Prácticas a través de TIC (non se pode recuperar na segunda

oportunidade) e 3 puntos corresponden a Traballos tutelados (nota mínima de

1,5)

- Seguimento continuado da asistencia e a participación

activa: 10%

A realización fraudulenta das

probas ou actividades de avaliación, unha vez comprobada, implicará

directamente a cualificación de suspenso na materia na oportunidade correspondente.

En primeira e segunda oportunidade o sistema de avaliación será

o indicado.

O sistema descrito tamén será de aplicación ó alumnado con recoñecemento de dedicación a tempo parcial e

dispensa académica de exención de asistencia.

Sources of information	
Basic	- BLASCO DÍAZ, J.L. (Ed.); FABRA VALLS, M.J. (Ed.) (2008). El documento electrónico: aspectos jurídicos, tecnológicos y archivísticos . Universitat Jaume I
Complementary	

Recommendations
Subjects that it is recommended to have taken before
Subjects that are recommended to be taken simultaneously
Subjects that continue the syllabus
Other comments