



| Teaching Guide | | | | |
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| Identifying Data | | | | 2023/24 |
| Subject (*) | Knowledge Organization and Management | | Code | 710G04003 |
| Study programme | Grao en Xestión Dixital de Información e Documentación | | | |
| Descriptors | | | | |
| Cycle | Period | Year | Type | Credits |
| Graduate | 2nd four-month period | First | Obligatory | 6 |
| Language | SpanishGalician | | | |
| Teaching method | Face-to-face | | | |
| Prerequisites | | | | |
| Department | Humanidades | | | |
| Coordinador | Pena Álvarez, María | E-mail | m.pena1@udc.es | |
| Lecturers | Pena Álvarez, María | E-mail | m.pena1@udc.es | |
| Web | http://pdi.udc.es/es/File/Pdi/PB79E | | | |
| General description | A materia ten como obxectivos que os/as estudantes dominen os principios, fundamentos, técnicas e ferramentas da organización do coñecemento e da xestión do coñecemento, e que valoren o seu papel e importancia nas organizacións e na sociedade. | | | |

| Study programme competences | |
|-----------------------------|---|
| Code | Study programme competences |
| 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 |
| 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 |
| C3 | CT3 - Develop oneself for the exercise of a citizenship that respects democratic culture, human rights and the gender perspective |
| 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 |

| Learning outcomes | |
|-------------------|-----------------------------|
| Learning outcomes | Study programme competences |
| | |



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|--|----|-----------------------|----------|
| Coñecemento dos fundamentos teóricos e metodolóxicos para a organización e xestión do coñecemento. | A1 | B6 B7 B9 B10 | C6 C7 |
| Coñecemento de instrumentos e ferramentas para a organización e xestión de coñecemento | A7 | B3 B8 | |
| Coñecemento e aplicación de técnicas e estratexias para a organización e xestión do coñecemento en organizacións e sistemas de información | A3 | B2 B4 B5 B11 | C3 |

| Contents | |
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| Topic | Sub-topic |
| Unidad I. Principios e fundamentos | 1.1. A sociedade da información como contexto 1.2. Organización do coñecemento: conceptos 1.3. Xestión da información e organizacións 1.4. A xestión do coñecemento: alcance e definición |
| Unidad II. Organización do coñecemento | 2.1. Organización e representación do coñecemento 2.2. Linguaxes documentais 2.3. Linguaxes, modelos e estándares de organización na era dixital 2.4. Metodoloxía para a organización do coñecemento |
| Unidad III. Xestión do coñecemento | 4.1. Cultura organizacional 4.2. Modelos e estratexias para a xestión do coñecemento. 4.3 creación e implementación de procesos para a xestión do coñecemento 4.4. A intelixencia competitiva e a vixilancia tecnolóxica |

| Planning | | | | |
|--------------------------------|--------------------------|----------------------|-------------------------------|-------------|
| Methodologies / tests | Competencies | Ordinary class hours | Student?s personal work hours | Total hours |
| Guest lecture / keynote speech | A3 A7 B1 | 21 | 20 | 41 |
| ICT practicals | B2 B3 B11 | 19 | 0 | 19 |
| Document analysis | A1 B2 B3 B4 B9 | 0 | 32 | 32 |
| Practical test: | B5 B6 | 0 | 30 | 30 |
| Introductory activities | B7 | 2 | 0 | 2 |
| Online forum | B7 B8 B9 B10 C3 C6 C7 | 0 | 20 | 20 |
| Personalized attention | | 6 | 0 | 6 |

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

| Methodologies | |
|--------------------------------|--|
| Methodologies | Description |
| Guest lecture / keynote speech | Explicanse os contidos teóricos, as bases e fundamentos da materia. |
| ICT practicals | Realízanse prácticas en clases utilizando de computadores para o manexo de fontes de información, procura documental, etc. |
| Document analysis | Estúdanse e analízan os documentos para profundar os contidos aprendidos na sesión maxistral e para ter unha base para o desenvolvemento de todas as metodoloxías. |
| Practical test: | Proba na que se busca que o alumno desenvolva total ou parcialmente algunha práctica que previamente fixese durante as clases prácticas. A proba práctica pode incluír previamente a resolución dunha pregunta/problema que teña como resultado a aplicación práctica dunha determinada técnica ou práctica aprendida. |



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|-------------------------|---|
| Introductory activities | Actividade que serve como introdución á disciplina. De carácter práctico. |
| Online forum | Debátense temas de interese da materia. O mesmo realízase no espazo da plataforma virtual de aprendizaxe. |

Personalized attention

| Methodologies | Description |
|--|---|
| Practical test: Online forum Guest lecture / keynote speech | A atención personalizada é necesaria para aclarar dúbidas sobre contidos e métodos de traballo. Poden ser utilizadas diversas vías: presencial, correo electrónico, telefónica Teams, Moodle. |

Assessment

| Methodologies | Competencies | Description | Qualification |
|-----------------|--------------------------|---|---------------|
| Practical test: | B5 B6 | Avaliación do desenvolvemento e resolución dos casos propostos na materia. Considerarase especialmente o compoñente crítico-reflexivo e o grao de innovación proposto polo estudante na resolución dos problemas plantexados. | 60 |
| Online forum | B7 B8 B9 B10 C3 C6 C7 | Calculará a adaptación ás pautas marcadas (contido e presentación), a aplicación dos coñecementos adquiridos, a coherencia entre a proposta e o seu desenvolvemento, as iniciativas, a resolución de problemas, as fontes e a bibliografía empregada. | 40 |

Assessment comments

Na convocatoria extraordinaria se presentará un único traballo que se avaliará sobre 7. Os/as estudantes con matrícula parcial, dispensa académica de exención de asistencia serán avaliados co mesmo sistema, deben poñerse en contacto coa docente na primeira semana de clases do segundo cuatrimestre para organizar un plan de traballo. As orientacións dos foros, proba práctica e a convocatoria extraordinaria se publican no Moodle. Os traballos e actividades deben ser orixinais. Débese observar o sistema de citas e referencia. O plaxio será motivo de suspenso.

Sources of information

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|----------------------|---|
| Basic | Ackoff, R. L. (1989). From data to wisdom. <i>Journal of applied systems analysis</i> , 16(1), 3-9. Al-Hawamdeh, S. (2002). Knowledge management: re-thinking information management and facing the challenge of managing tacit knowledge. <i>Information research</i> , 8(1), paper no. 143. http://InformationR.net/ir/8-1/paper143.html Accessed 15 May 2018. Bates, M.J. (2005). Information and knowledge: an evolutionary framework for information science. <i>Information Research</i> , 10(4), paper 239. Available at http://InformationR.net/ir/10-4/paper239.html Accessed 15 May 2018. Bouthillier, F., & Shearer, K. (2002). Understanding knowledge management and information management: the need for an empirical perspective. <i>Information research</i> , 8(1), 8-1. Available at: http://InformationR.net/ir/8-1/paper141.html Accessed 13 August 2018. Davenport, T. H., & Marchand, D. (1999). Is KM just good information management? <i>The Financial Times Mastering Series: Mastering Information Management</i> , 2-3. Prabha Singh, S. (2007). What are we managing? knowledge or information?. <i>Vine</i> , 37(2), 169-179. Risso, V. G. (2012). Aproximación teórica a la relación entre los términos gestión documental, gestión de información y gestión del conocimiento. <i>Revista Española de Documentación Científica</i> , 35(4), 531. Rowley, J. (2007). The wisdom hierarchy: representations of the DIKW hierarchy. <i>Journal of information science</i> , 33(2), 163-180. Schlögl, C. (2005). Information and knowledge management: dimensions and approaches. <i>Information Research</i> , 10(4) paper 235. http://InformationR.net/ir/10-4/paper235.html Accessed 15 May 2018. Wigo, M. (2013). Personal knowledge and information management? conception and exemplification. <i>Journal of Information Science</i> , 39(6), 832-845. |
| Complementary | La bibliografía complementaria se facilitará durante el curso para la preparación de las diferentes actividades. |

Recommendations

Subjects that it is recommended to have taken before



Fundamentals of Information and Documentation/710G04001

Subjects that are recommended to be taken simultaneously

Subjects that continue the syllabus

Digital Information Description Languages/710G04034

Website Design and Management/710G04028

Digital Representation and Recovery of Information I/710G04007

Information Technology for the Treatment and Management of Information/710G04024

Other comments

Os/as estudantes Erasmus ou, de mobilidade nacional ou internacional deberán poñerse en contacto coa docente na primeira semana de clases do segundo cuatrimestre.

(*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation.