



## Teaching Guide

| Identifying Data           |   |               |  | 2023/24        |
|----------------------------|---|---------------|--|----------------|
| <b>Subject (*)</b>         | Electronic Document Management  | <b>Code</b>   | 710G04011                                |                |
| <b>Study programme</b>     | Grao en Xestión Dixital de Información e Documentación  |               |  |                |
| Descriptors                |   |               |  |                |
| <b>Cycle</b>               | <b>Period</b>   | <b>Year</b>   | <b>Type</b>                              | <b>Credits</b> |
| Graduate                   | 1st four-month period   | Third         | Obligatory                               | 6              |
| <b>Language</b>            | Spanish   |               |  |                |
| <b>Teaching method</b>     | Face-to-face  |               |  |                |
| <b>Prerequisites</b>       |   |               |  |                |
| <b>Department</b>          | Ciencias da Computación e Tecnoloxías da Información Dereito Público  |               |  |                |
| <b>Coordinador</b>         | Rodríguez Martín-Retortillo, María del Carmen   | <b>E-mail</b> | maria.rodriguez.martin-retortillo@udc.es |                |
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|                            | Rodríguez Martín-Retortillo, María del Carmen   |               | maria.rodriguez.martin-retortillo@udc.es |                |
| <b>Web</b>                 |   |               |  |                |
| <b>General description</b> | A materia obxecto de estudo aborda distintos aspectos relativos á xestión documental e ó seu réxime xurídico. |               |  |                |

## 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  |
| 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  |  |  |
|---|--|--|--|
|   | A  | B  | C  |
| Comprender e saber facer fronte ós novos retos xerados na xestión documental polo desenvolvemento da documentación electrónica.                   | A1<br>A3<br>A7<br>A8<br>A9<br>A13<br>A14<br>A15<br>A17<br>A18<br>A19 | B1<br>B2<br>B3<br>B4<br>B5<br>B6<br>B7<br>B8<br>B9<br>B10<br>B11 | C1<br>C2<br>C3<br>C4<br>C5<br>C6<br>C7<br>C8 |
| Coñecer e saber aplicar os principios, métodos e normativas que rexen a xestión documental en calquera administración pública ou empresa privada. | A1<br>A3<br>A7<br>A8<br>A9<br>A13<br>A14<br>A15<br>A17<br>A18<br>A19 | B1<br>B2<br>B3<br>B4<br>B5<br>B6<br>B7<br>B8<br>B9<br>B10<br>B11 | C1<br>C2<br>C3<br>C4<br>C5<br>C6<br>C7<br>C8 |



|   |  |  |  |
|---|--|--|--|
| Coñecer a natureza, tipoloxía, modos de produción e ciclos de xestión da documentación producida polas administracións públicas e as empresas privadas. | A1<br>A3<br>A7<br>A8<br>A9<br>A13<br>A14<br>A15<br>A17<br>A18<br>A19 | B1<br>B2<br>B3<br>B4<br>B5<br>B6<br>B7<br>B8<br>B9<br>B10<br>B11 | C1<br>C2<br>C3<br>C4<br>C5<br>C6<br>C7<br>C8 |
| Coñecer e saber utilizar os principais sistemas dixitais de xestión documental que existen actualmente.   | A1<br>A3<br>A7<br>A8<br>A9<br>A13<br>A14<br>A15<br>A17<br>A18<br>A19 | B1<br>B2<br>B3<br>B4<br>B5<br>B6<br>B7<br>B8<br>B9<br>B10<br>B11 | C1<br>C2<br>C3<br>C4<br>C5<br>C6<br>C7<br>C8 |
| Coñecer o marco legal e normativo que rexe a xestión documental.  | A1<br>A3<br>A7<br>A8<br>A9<br>A13<br>A14<br>A15<br>A17<br>A18<br>A19 | B1<br>B2<br>B3<br>B4<br>B5<br>B6<br>B7<br>B8<br>B9<br>B10<br>B11 | C1<br>C2<br>C3<br>C4<br>C5<br>C6<br>C7<br>C8 |
| Coñecer as fases do ciclo de xestión documental e saber realizar as principais funcións propias de cada unha.   | A1<br>A3<br>A7<br>A8<br>A9<br>A13<br>A14<br>A15<br>A17<br>A18<br>A19 | B1<br>B2<br>B3<br>B4<br>B5<br>B6<br>B7<br>B8<br>B9<br>B10<br>B11 | C1<br>C2<br>C3<br>C4<br>C5<br>C6<br>C7<br>C8 |



|   |     |     |    |
|---|-----|-----|----|
| 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                              | <ul style="list-style-type: none"> <li>- Concepto</li> <li>- e-Xestión</li> <li>- Sistemas de xestión documental (SXD)</li> </ul>  |
| SOPORTES E TIPOLOXÍAS DOCUMENTAIS               | <ul style="list-style-type: none"> <li>- Clasificación</li> <li>- Especial atención ós soportes dixitais</li> </ul>  |
| ADMINISTRACIÓN ELECTRÓNICA                      | <ul style="list-style-type: none"> <li>- Concepto de E-Administración</li> <li>- Expediente electrónico</li> </ul>   |
| NORMATIVAS E REGULAMENTOS DA XESTIÓN DOCUMENTAL | <ul style="list-style-type: none"> <li>- Normas de descripción archivística (ISAD(G), ISDIAH, NEDA)</li> <li>- Normas de xestión documental (ISO 15489, ISO 30300, 30301, 30302)</li> <li>- Normas para a dixitalización documental ISO 19263 y 19264</li> </ul> |
| USO E CONSERVACIÓN DA DOCUMENTACIÓN             | <ul style="list-style-type: none"> <li>- Procedementos</li> </ul>  |
| CLASIFICACIÓN                                   | <ul style="list-style-type: none"> <li>- Identificación, valoración e clasificación</li> <li>- Os cadros de clasificación</li> <li>- Aplicacións dixitais para a creación de cadros de clasificación</li> </ul>  |
| DESCRIPCIÓN DOCUMENTAL                          | <ul style="list-style-type: none"> <li>- Guías, inventarios e catálogos</li> <li>- ICA e CNEDA</li> <li>- Normas Españolas de Descripción Archivística (NEDA)</li> <li>- Norma ISDIAH</li> <li>- Norma ISAD(G)</li> </ul>  |
| CALIFICACIÓN DA DOCUMENTACIÓN                   | <ul style="list-style-type: none"> <li>- Valoración e calificación da documentación</li> <li>- Táboas de valoración</li> <li>- O expurgo e a súa xestión</li> </ul>  |
| A TRANSFERENCIA DOCUMENTAL                      | <ul style="list-style-type: none"> <li>- Concepto</li> </ul>   |
| ALMACENAMENTO E E-DEPÓSITO                      | <ul style="list-style-type: none"> <li>- Concepto de almacenamento</li> <li>- Almacenamiento dixital</li> <li>- e-Depósito</li> </ul>  |

| Planning              |              |                      |                               |             |
|-----------------------|--------------|----------------------|-------------------------------|-------------|
| Methodologies / tests | Competencies | Ordinary class hours | Student?s personal work hours | Total hours |
|                       |              |                      |                               |             |



|                                |  |    |    |    |
|--------------------------------|--|----|----|----|
| ICT practicals                 | A1 A3 A7 A8 A9 A13<br>A14 A15 A17 A18<br>A19 B1 B2 B3 B4 B5<br>B7 B8 B9 B10 B11 C1<br>C2 C3 C4 C5 C7 C8          | 8  | 8  | 16 |
| Case study                     | A1 A3 A7 A8 A9 A13<br>A14 A15 A17 A18<br>A19 B1 B2 B3 B4 B5<br>B7 B8 B9 B10 B11 C1<br>C2 C3 C4 C5 C7 C8          | 6  | 12 | 18 |
| Supervised projects            | A1 A3 A7 A8 A9 A13<br>A14 A15 A17 A18<br>A19 B1 B2 B3 B4 B5<br>B7 B8 B9 B10 B11 C1<br>C2 C3 C4 C5 C7 C8          | 5  | 80 | 85 |
| Objective test                 | A1 A3 A7 A8 A9 A13<br>A14 A15 A18 A19 B1<br>B2 B3 B4 B5 B7 B8<br>B9 B10 B11 C1 C2<br>C3 C4 C7 C8                 | 2  | 0  | 2  |
| Guest lecture / keynote speech | A1 A3 A7 A8 A9 A13<br>A14 A15 A17 A18<br>A19 B1 B2 B3 B4 B5<br>B6 B7 B8 B9 B10 B11<br>C1 C2 C3 C4 C5 C6<br>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<br>Case study<br>Supervised projects | A atención personalizada oriéntase á resolución das dúbidas que se poidan plantexar na aprendizaxe da materia. |
|---|--|

| Assessment          |   |   |               |
|---------------------|---|---|---------------|
| Methodologies       | Competencies  | Description   | Qualification |
| ICT practicals      | A1 A3 A7 A8 A9 A13<br>A14 A15 A17 A18<br>A19 B1 B2 B3 B4 B5<br>B7 B8 B9 B10 B11 C1<br>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<br>A14 A15 A17 A18<br>A19 B1 B2 B3 B4 B5<br>B7 B8 B9 B10 B11 C1<br>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<br>A14 A15 A17 A18<br>A19 B1 B2 B3 B4 B5<br>B7 B8 B9 B10 B11 C1<br>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<br>A14 A15 A18 A19 B1<br>B2 B3 B4 B5 B7 B8<br>B9 B10 B11 C1 C2<br>C3 C4 C7 C8        | Nesta asignatura haberá unha proba obxectiva final (test) que avaliará os coñecementos adquiridos.  | 40            |

| Assessment comments  |
|--|
| <p>O sistema de avaliación desta asignatura consistirá en:</p> <ul style="list-style-type: none"> <li>- Proba obxectiva final (test): 40% (puntuarase de 0 a 4 puntos e para superar esta proba obxectiva requírese un mínimo de 2 puntos)</li> <li>- 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)</li> <li>- Seguimento continuado da asistencia e a participación activa: 10%</li> </ul> <p>A realización fraudulenta das probas ou actividades de avaliación, unha vez comprobada, implicará directamente a cualificación de suspenso na materia na convocatoria correspondente.</p> <p>En primeira e segunda oportunidade o sistema de avaliación será o indicado.</p> <p>O sistema descrito tamén será de aplicación ó alumnado con recoñecemento de dedicación a tempo parcial e dispensa académica de exención de asistencia.</p> |

| 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   |

(\*)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.