UNIVERSIDADE DA CORUÑA

Teaching Guide			
Identifying Data			**2024/25**
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		**E-mail**	
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 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 / 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
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 / results**

	A1	B6	C6
Coñecemento dos fundamentos teóricos e metodolóxicos para a organización e xestión do coñecemento.		B7	C7
		B9	
		B10	
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	C3
		B4	
		B5	
		B11	

Contents	
Topic	**Sub-topic**
Unidade I. Principios e fundamentos	1.1. A sociedade da información
	1.2. A sociedade do coñecemento
	1.3. O mundo postmoderno en relación coa información e o coñecemento
	1.4. A xestión da información, a xestión do coñecemento e a xestión do dato.
Unidade II. Organización do coñecemento	2.1. Organización e representación do coñecemento.
	2.2. Modelos conceptuales para a xestión de datos vinculados: FRBR e LRM.
	2.2. Linguaxes documentais e Ontoloxías.
Unidade III. Xestión do coñecemento	4.1. Cultura organizacional.
	4.2. Creación e implementación de procesos para a xestión do coñecemento.
	4.3. Activos dos procesos da organización.
Unidade IV. Institucións da Memoria	4.1. Elementos comúns en cuanto a xestión do coñecemento.

Planning				
Methodologies / tests	**Competencies / Results**	**Teaching hours (in-person & virtual)**	**Student?s personal work hours**	**Total hours**
Guest lecture / keynote speech	A3 A7 B1	21	20	41
Supervised projects	B2 B3 B11	19	0	19
Document analysis	A1 B2 B3 B4 B9	0	32	32
Objective test	A1 B5 B6 B7 B8 B9	0	30	30
Introductory activities	B7	2	0	2
Directed discussion	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	Explícanse os contidos teóricos, as bases e fundamentos da materia.
Supervised projects	Desenvolveranse unha serie de traballos vinculados coa materia encamiñados a coñecer e manexar conceptos e/o a coñecer software e ferramentas onde se traballen os linguaxes documentais e as entidades e relacións dos modelos conceptuais.
Document analysis	Estúdanse e analizan os documentos para profundar os contidos aprendidos na sesión maxistral e para ter unha base para o desenvolvemento de todas as metodoloxías.
Objective test	Exame escrito de respostas curtas sobre contidos da asignatura
Introductory activities	Actividade que serve como introdución á disciplina.
Directed discussion	Debate na aula moderado pola docente.

Personalized attention	
Methodologies	Description
Objective test Directed discussion Guest lecture / keynote speech	A atención personalizada é necesaria para aclarar dúbidas sobre contidos e métodos de traballo. Poden ser utilizadas diversas vías: presencial ou correo electrónico.

Assessment			
Methodologies	Competencies / Results	Description	Qualification
Objective test	A1 B5 B6 B7 B8 B9	Proba escrita individual sobre o contido da materia.	60
Directed discussion	B7 B8 B9 B10 C3 C6 C7	Valorarase a exposición dos temas, a linguaxe técnica empregada e a madurez dos argumentos.	40

Assessment comments
Segunda oportunidade: consistirá nunha proba escrita. Os estudantes con matricula parcial, dispensa académica de exención de asistencia serán avaliados coa proba obxectiva o día marcado polo exame e a entrega de recensións de artigos vinculado as "Discusiones dirixidas". Estes debense poñer en contacto coa docente na primeira semana de clases do segundo cuadrimestre para organizar un plan de traballo. Os traballos e actividades deben ser orixinais. Débese observar o sistema de citas e referencia. O plaxio será motivo de suspenso.

Sources of information	
Basic	Ackoff, R. L. (1989). From data to wisdom. Journal of applied systems analysis, 16(1), 3-9.Al-Hawamdeh, S. (2002). Knowledge management: re-thinking information management and facing the challenge of managing tacit knowledge. Information research, 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. Information Research, 10(4), paper 239. Available at http://InformationR.net/ir/10-4/paper239.htmlAccessed 15 May 2018.Bouthillier, F., & Shearer, K. (2002). Understanding knowledge management and information management: the need for an empirical perspective. Information research, 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? The Financial Times Mastering Series: Mastering Information Management, 2-3.Prabha Singh, S. (2007). What are we managing?knowledge or information?. Vine, 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. Revista Española de Documentación Científica,35(4), 531.Rowley, J. (2007). The wisdom hierarchy: representations of the DIKW hierarchy. Journal of information science, 33(2), 163-180.Schlögl, C. (2005). Information and knowledge management: dimensions and approaches. Information Research, 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. Journal of Information Science, 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