## Teaching Guide

| Identifying Data | | | | 2019/20 |
|---|---|---|---|---|
| Subject (*) | Data Management: Theory and Principles | | Code | 710G01073 |
| Study programme | Grao en Humanidades | | | |

| Descriptors | | | | |
|---|---|---|---|---|
| Cycle | Period | Year | Type | Credits |
| Graduate | 1st four-month period | First | Basic training | 6 |

| Language | Spanish |
|---|---|
| Teaching method | Face-to-face |
| Prerequisites | |
| Department | Humanidades |
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| Lecturers | Alfaya Lamas, Elena | E-mail | elena.alfaya@udc.es |
| Web | |
| General description | Subject that offers a global and introductory vision of the theory of information as well as of its management. It focuses on knowledge and a variety of basic techniques related to information retrieval. |

| Study programme competences / results | |
|---|---|
| Code | Study programme competences / results |
| A19 | Knowledge of national and international reality in policy and services of information, and in cultural industries. |
| A20 | Knowledge and application of information technologies used at the units of information services and in the process of information transfer. |
| A23 | Knowledge of the nature of information and the documents aboutthe various modes of production and their management cycle , the legal and ethical issuesof their use and transferance, and of the main sources of information on any media support, and over time. |
| A24 | Knowledge, understanding and application of the theoretical and methodological principles, and of the techniques for the planning, organisation and assesment of the units and services information system. |
| A25 | Knowledge, understanding and application of the theoretical and methodological principles, and of the techniques and normative for the creation and authentication, recollection, selection, organisation, representation, preservation, recovery, access, diffusion and exchange, and evaluation of the information and of the informative resources |
| B1 | Learn to learn. |
| B2 | To solve problems effectively. |
| B10 | Capacity for analysis and synthesis. |
| B11 | Ability to manage the relevant information. |
| B16 | Ability to adapt to changes in the environment. |
| B28 | CB1-That the students have showed to possess and comprise knowledge in an area of study that begins from the base of general secondary education,  and it is usually found at a level that, although it relies on advanced textbooks, includes also some aspects that involve proceeding knowledge of the avant-garde of the field of study. |
| B32 | CB5-That the students have developed those skills of learning necessary to undertake further studies with a high degree of autonomy. |
| C1 | Express themselves correctly, both orally and in writing , in the official languages of the autonomous region. |
| C3 | Using basic tools of information technology and communication (ICT), necessary for the exercise of their  profession and for learning throughout her life |
| C5 | Understanding the importance of entrepreneurship and knowing the means available to entrepreneurs. |
| C6 | Critically evaluate the knowledge, technology and information available to solve the problems they must face to. |

| Learning outcomes | |
|---|---|
| Learning outcomes | Study programme competences / results |

| | | | |
|---|---|---|---|
| Knowledge of national and international reality | A19 A20 A23 A24 A25 | B11 | |
| Be conscious of the impact of new technologies on all the processess and elemnts of information management. Taking advantage of this. | | B1 B2 B10 B28 | C1 C3 C5 C6 |
| Be conscious of information needs and learning to determine and formalize them. | A19 A20 | B10 B11 B16 B32 | |

| Contents | |
|---|---|
| **Topic** | **Sub-topic** |
| 1. INTRODUCTION. INFORMATION THEORY. | 1.1. Introduction: From its origins to the society of information and knowledge. 1.3. Main concepts |
| 2. TIPOLOGIES of LIBRARIES, ARCHIVES AND MUSEUMS | 2.1 Concept, functions and tipology of libraries, documentation centres, archives and museums. 2.2 Definition and types of documents |
| 3. MANAGEMENT OF BIBLIOGRAPHIC TOOLS | 3.1 Normas e estilos de citación e referencia bibliográfica 3.2 Xestores bibliográficos 3.3 Pautas de elaboración dunha bibliografía para traballos académicos |
| 4. INFORMATION RETRIEVAL | 4.1. Introdución á selección, organización, recuperación e evaluación da información 4.2. Estratexias de búsqueda de información |
| 5. INFORMATION MANAGEMENT IN ORGANIZATIONS | 5.1 Introduction: Concepts, antecedents and tendencies 5.2 Information management principiles 5.3 Processes and phases |

| Planning | | | | |
|---|---|---|---|---|
| **Methodologies / tests** | **Competencies / Results** | **Teaching hours (in-person & virtual)** | **Student?s personal work hours** | **Total hours** |
| Objective test | A19 A20 A23 A24 B1 B2 B10 B11 B16 C1 C3 C5 C6 | 2 | 20 | 22 |
| Supervised projects | A19 A20 A25 B28 B32 | 2 | 20 | 22 |
| Personalized attention | | 2 | 0 | 2 |
| **(*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.** | | | | |

| Methodologies | |
|---|---|
| **Methodologies** | **Description** |
| Objective test | Theoretical and practical exam. Method toassess pupils´knowledge. Final objective test which is a 50% of the final evaluation. |
| Supervised projects | Focused on the concepts and techniques learnt by the puil. Supervised by the teacher. Individual projects that have to follow the formal orientations and basics given by the teacher. 50% of the final assessment. |

| Personalized attention | |
|---|---|
| **Methodologies** | **Description** |

| Supervised projects | Individual tutorial sessiona to help with doubts, interpretations and other cuestions related to the subject.<br>Personalized attention for supervised projects. The teacher will tell the student how to organise and structure the project and will propose modifications and variations to the students´suggestions.<br>Direct support for questions.<br><br>In general, personalized attention is necessary for all the methodologies of this subject. Also, the e-mail and moodle are to be used. |
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| Assessment | | | |
| --- | --- | --- | --- |
| **Methodologies** | **Competencies / Results** | **Description** | **Qualification** |
| Supervised projects | A19 A20 A25 B28 B32 | The teacher will assess the adequcy to the guidelines provided (content and presentation), application of knowledge acquired by the pupil, coherence, iniciative, solving of problems, information sources, bibliography and timescale required. Those projects that are not handed to the teacher in the timescale required, not adapted to the guidelines provided by the teacher in tutorials and not following the basics will be failed. | 50 |
| Objective test | A19 A20 A23 A24 B1 B2 B10 B11 B16 C1 C3 C5 C6 | Adequacy of answers provided by the pupil; clarity, synthesis and exposition order of questions to be answerd; knowledge of the subject matter, no errors and presentation. All this will be assessed. | 50 |

| Assessment comments |
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| It is a prerequisite to present a supervised project if the pupil wants to sit for the exam. It is necessary to have a minimum of a 4/10 to calculate the average mark and pass. Instructions for projects are in Moodle.<br>There is no difference in evaluation in the 1st and 2nd opportunity. |

| Sources of information | |
| --- | --- |
| **Basic** | |
| **Complementary** | Revistas especializadasAnales de Documentación. http://revistas.um.es/analesdoc/indexBiD. http://www.ub.es/biblio/bid/ Boletín de la ANABAD. http://www.anabad.org/boletin/ Pecia Complutense. http://www.ucm.es/BUCM/pecia/ El Profesional de la Información. http://www.elprofesionaldelainformacion.com/ Revista española de documentación científica. http://redc.revistas.csic.es/index.php/redc Revista general de información y documentación. http://www.ucm.es/BUCM/revistasBUC/portal/modules.php?name=Revistas2&amp;id=RGID |

| Recommendations |
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| Subjects that it is recommended to have taken before |
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| Subjects that are recommended to be taken simultaneously |
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| Subjects that continue the syllabus |
| Bibliography and Information Sources/710G02014 |
| Specialised Information Sources/710G02024 |
| Nature and Development of Information Units/710G02031 |
| Information Sources in Science and Technology/710G02037 |
| Other comments |
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