



Teaching Guide

Teaching Guide				
Identifying Data			2020/21	
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	Hybrid			
Prerequisites				
Department	Humanidades			
Coordinador	Alfaya Lamas, Elena	E-mail	elena.alfaya@udc.es	
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.			
Contingency plan	ADAPTACIONES que se llevarán a cabo en la docencia y evaluación si nos enfrentamos a un escenario de presencialidad o semi-presencialidad: 1. Modificaciones en los contenidos: no habrá. Se verán los mismos temas. 2. Metodologías - Prueba mixta presencial: Se sustituye por una evaluación síncrona on line, por medio de la plataforma Moodle y a través de vídeo-conferencia con Microsoft Teams. Los alumnos/as que no puedan realizar la prueba a través de estos medios deben comunicarlo a la profesora con antelación ofreciendo una motivación justificada. Para causas debidamente justificadas, se podrá, organizar un sistema de evaluación alternativo (ejemplo: examen oral via telefónica). - Sesión magistral (presenciales):no hay ya que es una materia en extinción - Trabajos tutelados: Las dudas y tutorías se resolverán mediante la plataforma Teams y el correo electrónico. 3. Mecanismos de atención personalizada al alumnado: -Correo electrónico: se responderán en horarios de tutoría. Se podrán solicitar entrevistas en Teams o hacer consultas. -Moodle: en horarios de tutoría. -Teams: sesiones fijadas individuales o en grupo para resolver dudas; para impartir las sesiones magistrales en el horario fijado en el horario del Centro y para el seguimiento de los trabajos tutelados. 4. Modificaciones en la evaluación: no se modifica. *Observaciones de evaluación: No hay. 5. Modificaciones de la bibliografía: No se realizan cambios.			

Study programme competences

Code	Study programme competences
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 about the various modes of production and their management cycle, the legal and ethical issues of their use and transference, 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	
Knowledge of national and international reality		A19	B11
		A20	
		A23	
		A24	
		A25	
Be conscious of the impact of new technologies on all the processes and elements of information management. Taking advantage of this.			B1
			B2
			B10
			B28
Be conscious of information needs and learning to determine and formalize them.		A19	B10
		A20	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. Introducción á selección, organización, recuperación e avaliación 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 principles 5.3 Processes and phases

Planning				
Methodologies / tests	Competencies	Ordinary class hours	Student?s personal work hours	Total hours
Objective test	A19 A20 A23 A24 B1 B2 B10 B11 B16 C1 C3 C5 C6	0	60	60



Supervised projects	A19 A20 A25 B28 B32	0	70	70
Personalized attention		20	0	20
(*)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 to assess pupils' knowledge. Final objective test which is a 50% of the final evaluation.
Supervised projects	Focused on the concepts and techniques learnt by the pupil. 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 sessions to help with doubts, interpretations and other questions related to the subject. 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. Direct support for questions. In general, personalized attention is necessary for all the methodologies of this subject. Also, the e-mail and moodle are to be used.

Assessment			
Methodologies	Competencies	Description	Qualification
Supervised projects	A19 A20 A25 B28 B32	The teacher will assess the adequacy to the guidelines provided (content and presentation), application of knowledge acquired by the pupil, coherence, initiative, 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 answered; knowledge of the subject matter, no errors and presentation. All this will be assessed.	50

Assessment comments
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. There is no difference in evaluation in the 1st and 2nd opportunity.

Sources of information



Basic	CLANCHY, John; BALLARD, Brigid. Cómo se hace un trabajo académico: guía práctica para estudiantes universitarios. 2ª ed. aum. Zaragoza: Prensas Universitarias de Zaragoza, 2000. 198 p. CORDON GARCÍA, José Antonio et al. Libros electrónicos y contenidos digitales en la sociedad del conocimiento: mercado, servicios y derechos. Madrid: Pirámide, 2012 CRUZ MUNDET, José Ramón. Manual de archivística. 6ª ed. corr. y act. Madrid: Fundación Germán Sánchez Ruipérez, 2005. LÓPEZ YEPES, José Luís, ed. Diccionario enciclopédico de ciencias de la documentación. Madrid: Síntesis, 2004. 2 v. LÓPEZ YEPES, José Luís, coord. Manual de ciencias de la documentación. 2ª ed. Madrid: Pirámide, 2006. MAGÁN WALS, José Antonio, ed. Tratado básico de biblioteconomía. 5ª ed. Madrid: Universidad Complutense, 2004. PONJUÁN DANTE, Gloria. Gestión de información: dimensiones e implementación para el éxito organizacional. Gijón: TREA, 2007. RODRÍGUEZ BRAVO, Blanca. Apuntes sobre representación y organización de la información. Gijón: TREA, 2011.
Complementary	Revistas especializadasAnales de Documentación. http://revistas.um.es/analesdoc/index BiD. http://www.ub.es/biblio/bid/ Boletín de la ANABAD. http://www.anabad.org/boletin/ Peca Complutense. http://www.ucm.es/BUCM/peca/ 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&id=RGID

Recommendations

Subjects that it is recommended to have taken before

Subjects that are recommended to be taken simultaneously

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

(*)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.