

COURSE NAME (B-LEARNING GROUP): Quality Management Systems (335 - 17288)					
MÁSTER UNIVERSITARIO EN BIBLIOTECAS, ARCHIVOS Y CONTINUIDAD DIGITAL -Semipresencial- (Campus-Madrid Puerta de Toledo)			YEAR: 1	TERM: 1 (2º Period)	ECTS: 3
WEEK (order established in the academic calendar of the Master)	CONTENT DESCRIPTION Professor: Carmen JORGE GARCÍA-REYES	WEEKLY PROGRAMMING FOR STUDENT			
		DESCRIPTION	CLASS HOURS [19:10-20:00h]	HOMEWORK HOURS (Max. 10h week)	
<b>9</b> <b>(9th week academic year)</b> <b>1st week course</b> 11/11/2019 17/11/2019	- Introduction to the course (monday 16/09/2019: 15 min. Class: 1.A.01)  - Presentation of the dynamics of operation - Explanation of practical activities - Final Work Explanation <b>Teaching Unit 1: Evaluation and Quality</b>	<b>TU1</b> - Reading and study of teaching & supplementary materials - Exposure of doubts - Making practical activities	15 november (FRIDAY) Class: 1.A.14 1h	9h	
<b>10</b> 18/11/2019 24/11/2019	<b>Teaching Unit 1: Evaluation and Quality</b> <b>Teaching Unit 2: Quality Management Systems</b>	<b>TU1</b> - Clarification of doubts - Discussion on readings ... - Tutorials (if applicable) - Making practical activities - <i>Delivery of practical exercises TU1</i> <b>TU2</b> - Reading and study of teaching & supplementary materials - Exposure of doubts - Tutorials (if applicable) - Making practical activities	---	10h.	
<b>11</b> 25/11/2019 01/12/2019	<b>Teaching Unit 2: Quality Management Systems</b>	<b>TU2</b> - Clarification of doubts - Discussion on readings ... - Tutorials (if applicable) - Making practical activities	---	10h.	

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02/12/2019 08/12/2019	Teaching Unit 3: Process of implementation of a Quality Management System  SCHOOL DAYS: 2/12/2019 to 5/12/2019	TU2 - Making practical activities - <i>Delivery of practical exercises TU2</i> TU3 - Reading and study of teaching & supplementary materials - Exposure of doubts - Tutorials (if applicable) - Making practical activities		10h
12 09/12/2019 15/12/2019	Teaching Unit 3: Process of implementation of a Quality Management System  Teaching Unit 4: The Quality from the user's perspective	TU3 - Clarification of doubts - Discussion on readings ... - Tutorials (if applicable) - Making practical activities - <i>Delivery of practical exercises TU3</i> TU4 - Reading and study of teaching & supplementary materials - Exposure of doubts - Tutorials (if applicable) - Making practical activities	13 december (FRIDAY) Class: 1.A.14 1h	9h
13 16/12/2019 22/12/2019	Teaching Unit 4: The Quality from the user's perspective  START HOLIDAY CHRISTMAS: 20 DECEMBER 2019	TU4 - Clarification of doubts - Discussion on readings ... - Tutorials (if applicable) - Making practical activities - <i>Delivery of practical exercises TU4</i>		10h
23/12/2019 to 05/01/2020	<i>Non-school days</i> CHRISTMAS HOLIDAYS -----			
14 06/01/2020 12/01/2020	Teaching Unit 5: The certification  Non-school day: 6/01/2020	TU5 - Reading and study of teaching & supplementary materials - Exposure of doubts - Tutorials (if applicable) - Making practical activities	10 January (FRIDAY) Class: 1.A.14 1h	9h

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		DESCRIPTION	CLASS HOURS [19:10-20:00h]	HOMEWORK HOURS (Max. 10h week)
15 13/01/2020 19/01/2020	Mentoring activities Delivery of practical exercises ...  <hr/> <b>Assessments (ORDINARY CALL)</b>	<b>13-14 JANUARY 2020</b> - SELF-ASSESSMENT TEST (TU1-TU2-TU3) - SELF-ASSESSMENT TEST (TU4-TU5)  - Delivery of outstanding practical activities (if applicable) - Extra tutorials attendance (if applicable)  <b>15 ENERO 2020</b> - DELIVERY OF FINAL INDIVIDUAL / GROUP WORK  <hr/> <b>17 JANUARY 2020 ONSITE FINAL EXAM that must be passed</b>  (For first semester courses, the student can choose whether he will do the examination this day or together with the exams for second semester: <b>20 MAY 2020</b> )	          <b>EXAM</b> 17 January FRIDAY 19:00-19'45h	10h (9h)
16-17 20/01/2020 26/01/2020	Pruebas finales evaluación-Exámenes (CONVOCATORIA ORDINARIA) Review of notes and closure of ordinary call			
<b>SUBTOTAL Hours</b>			4	86
<b>TOTAL Hours</b>			90	
<b>EXTRAORDINARY CALL (Final exams)</b>		<b>25/26 JUNE 2020- ONSITE FINAL EXAM</b>		

\* Holidays, non-school days, Saturdays and Sundays are considered days without teaching activity