

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 [13:00-13:50h]	HOMEWORK HOURS (Max. 10h week)	
1st week course 09/11/2020 15/11/2020 (9th week academic year)	<ul style="list-style-type: none"> - Introduction to the course, - Presentation of the dynamics of operation - Explanation of practical activities - Final Work Explanation Teaching Unit 1: Evaluation and Quality	TU1 <ul style="list-style-type: none"> - Reading and study of teaching & supplementary materials - Exposure of doubts - Making practical activities 	13 november (FRIDAY) 1h	9h	
2 16/11/2020 22/11/2020	Teaching Unit 1: Evaluation and Quality Teaching Unit 2: Quality Management Systems	TU1 <ul style="list-style-type: none"> - Clarification of doubts - Discussion on readings ... - Tutorials (if applicable) - Making practical activities - <i>Delivery of practical exercises TU1</i> TU2 <ul style="list-style-type: none"> - Reading and study of teaching & supplementary materials - Exposure of doubts - Tutorials (if applicable) - Making practical activities 	---	10h.	
3 23/11/2020 29/11/2020	Teaching Unit 2: Quality Management Systems	TU2 <ul style="list-style-type: none"> - Clarification of doubts - Discussion on readings ... - Tutorials (if applicable) - Making practical activities 	27 november (FRIDAY) 1h	9h.	

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4 30/11/2020 06/12/2020	Teaching Unit 3: Process of implementation of a Quality Management System	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
5 07/12/2020 13/12/2020	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	---	10h
6 14/12/2020 20/12/2020	Teaching Unit 4: The Quality from the user's perspective	TU4 - Clarification of doubts - Discussion on readings ... - Tutorials (if applicable) - Making practical activities - <i>Delivery of practical exercises TU4</i>	18 december (FRIDAY) 1h	9h
7 21/12/2020 27/12/2020	Teaching Unit 5: The certification START HOLIDAY CHRISTMAS: 23 DECEMBER 2020	TU5 - Reading and study of teaching & supplementary materials - Exposure of doubts - Tutorials (if applicable)		10h
23/12/2020 10/01/2021	<i>Non-school days</i> <i>CHRISTMAS HOLIDAYS</i> -----			
8 11/01/2021 17/01/2021	Teaching Unit 5: The certification	TU5 - Clarification of doubts - Discussion on readings ... - Tutorials (if applicable)	---	10h

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		DESCRIPTION	CLASS HOURS [13:00-13:50h]	HOMEWORK HOURS (Max. 10h week)
18/01/2021 24/01/2021	Mentoring activities Delivery of practical exercises ... <hr/> Assessments (ORDINARY CALL)	18-19 JANUARY 2021 - SELF-ASSESSMENT TEST (TU1-TU2-TU3) - SELF-ASSESSMENT TEST (TU4-TU5) - Delivery of outstanding practical activities (if applicable) - Extra tutorials attendance (if applicable) <hr/> 22 JANUARY 2021 <i>ONSITE FINAL EXAM that must be passed</i> (For first semester courses, the student can choose whether he will do the examination this day or together with the exams for second semester: 26 MAY 2021)	 EXAM 22 January FRIDAY 1h	9h
SUBTOTAL Hours			4	86
TOTAL Hours			90	
EXTRAORDINARY CALL (Final exams)		24/25 JUNE 2021- <i>ONSITE FINAL EXAM</i>		

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