

COURSE: TECHNOLOGIES FOR MANAGING ARCHIVES AND DOCUMENTS (17298)
MASTER: LIBRARIES, ARCHIVES AND DIGITAL CONTINUITY
YEAR: 1º
TERM: 2º
COURSE SCHEDULE

WEEK	SESION	CONTENT DESCRIPTION	GRUPS (Mark X)		Type of room	WEEKLY PROGRAMMING FOR STUDENTS			
			LECTURE	SEMINAR		DESCRIPTION	CLASS HOURS	HOMEWORK HOURS (Max. 7 H)	
1	1	Lesson 1. Introduction to management systems.					3	20	
1	2	Lesson 1. Introduction to management systems.					3		
2	3	Lesson 2. Document management.					3	20	
2	4	Lesson 2. Document management.					3		
3	5	Lesson 3. Digital content management.				Assignment 1.	3	20	
3	6	Lesson 4. Records management.					3		
4	7	Lesson 4. Records management.				Assignment 2.	3	9	
						Subtotal	21	69	
TOTAL								90	
	15	Tutorship							
	16-18	Assessment							
TOTAL								90	