



COURSE NAME (B-LEARNING GROUP): Production of Documents (293 – 12376-1)

MASTER PROGRAMME: Archives, Records Management and Digital Continuity

YEAR: 1

TERM: [1]

ECTS: [3]

WEEK	CONTENT DESCRIPTION Professor Miguel Ángel Marzal García-Quismondo	Indicate needs other than the class recording classroom	WEEKLY PROGRAMMING FOR STUDENT		
			DESCRIPTION	CLASS HOURS (Date of class)	HOMEWORK HOURS (Max. 10h week)
0	Presentation of the structure, organization and design instructional of the subject	X	Recorded presentation of the subject	15 min. According to academic calendar	
8	Didactic Unit 1 Genesis Documentary organizations: production and producers of archival documents	X	<ul style="list-style-type: none"> ✓ Conceptual Perspectives: principles and relationships in document production ✓ Producers archival documents: Public administrations and agents ✓ Aattributes and characters of the record ✓ Reading / unit exercises 		10
9	Didactic Unit 2 Analysis Models for identifying document types	X	<ul style="list-style-type: none"> ✓ Analysis Models: elements for modeling and character, potential and applications ✓ Design analysis model for identifying document types ✓ Reading / unit exercises ✓ Delivery Practice 1 		10
10	Didactic Unit 3 Formalizing document types and metadata	X	<ul style="list-style-type: none"> ✓ Identification of the document types: simple and complex document types ✓ Ddocumentary Metadata file types: functionality and design, applications, metadata models ✓ Reading / unit exercises 	1 h According to academic calendar	10
11	Didactic Unit 4 Classification Systems and Management during the genesis documentary	X	<ul style="list-style-type: none"> ✓ Classification systems and file management: principles, models, types and applications in the process of document production ✓ Instruments Classification and ordination: the classification ✓ Instruments of description: censuses, 		10

* Indicar todos los profesores que van a intervenir en cada sesión

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			DESCRIPTION	CLASS HOURS (Date of class)	HOMEWORK HOURS (Max. 10h week)
			<ul style="list-style-type: none"> ✓ guides, inventories, catalogs, indexes ✓ Reading / unit exercises ✓ Delivery Practice 2 		
12	Didactic Unit 5 Formal description for feature representation in documentary production normalized	X	<ul style="list-style-type: none"> ✓ Formal representation in the documentary feature genesis models, instruments and their application in the standard representation ✓ Standards normalized representation and documentary production: EAC-CPF and ISAAR (CPF) ✓ Dissemination tools: indexing and thesauri ✓ User training: information skills ✓ Reading / unit exercises 		10
13	Didactic Unit 6 The National Schemes of Interoperability and Security	X	<ul style="list-style-type: none"> ✓ Definition and operationalization of the principles of interoperability and security in the production of documents and information policy definition 	1 h. According to academic calendar	10
14	Didactic Unit 6 The National Schemes of Interoperability and Security	X	<ul style="list-style-type: none"> ✓ The National Interoperability Scheme ✓ The National Insurance Scheme ✓ Reading / unit exercises ✓ Delivery Practice 3 		10
15	Resit, tutorials, delivery of final classwork		Participation or open discussion forums on professional and academic debates related to the field	1 h. According to academic calendar	10
16-17	Evaluation and final activities		Exam online		10
18	Publication of grades, reviewing/contesting grades and closing ordinary call		Review/contesting of the grades		
TOTAL				3 hours	90 hours

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