

Academic Year: ( 2020 / 2021 )

Review date: 13-07-2020

Department assigned to the subject: Computer Science and Engineering Department

Coordinating teacher: MOLINA LOPEZ, JOSE MANUEL

Type: Electives ECTS Credits : 3.0

Year : 1 Semester : 0

**OBJECTIVES****BASIC SKILLS**

CB7 Students should be able to apply acquired knowledge and problem solving skills in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their area of study

CB9 That students know how to communicate their conclusions and the latest knowledge and reasons that support them to specialized and non-specialized audiences in a clear and unambiguous way

**GENERAL COMPETENCES**

CG2 Identify lines of technological innovation in libraries and archives and documentation centers, and undertake possible projects for their development. The

CG3 Direct and manage files, libraries and digital information services in various fields of application, both public bodies and private companies. The

CG5 Recognize the growing importance of teamwork in the world of work and demonstrate adaptability and integration in different work environments, maintaining relationships and communication flows.

CG6 Accept the need for constant self-learning and continuous training as instruments that facilitate adaptation to technological and organizational innovations.

CG7 Acquire a global and coordinated vision of the processes and services that are given in libraries and archives and the incidence that has the control of the quality in them in the satisfaction of the users.

CG8 To value the rigorous and well-done work, in planning, organizing and developing one's own activities, demonstrating initiative, creativity and sense of responsibility, maintaining interest throughout the process, and feeling personal satisfaction with the results achieved.

CG9 Integrate knowledge, make judgments and communicate their conclusions, as well as the latest knowledge and reasons that support them, to specialized and non-specialized audiences in a clear and unambiguous way.

CG10 Recognize the need for continuous adaptation to different jobs in different productive sectors, and technological and organizational innovations related to the profession, showing interest in incorporating new techniques, processes, tools and techniques into the profession's own activities. technologies.

**SPECIFIC COMPETENCES**

CE2 Know and apply the principles and techniques of management to achieve the efficiency of the human team in the provision of services

CE8 Apply methodologies and tools that allow an agile, effective, adapted and evaluable response to risks or alterations that jeopardize the digital continuity of the organization.

**LEARNING OUTCOMES**

The essential value of the training received in the subjects of this subject is directed towards an aspect that transcends clearly the mere technical or instrumental capacity. In fact, the student must understand that its correct management of documents impacts on the digital continuity and above all in the business strategy of the organization. This subject focuses on training students not only in information but also in knowledge for decision-making in a highly competitive environment.

The student after passing the subject must:

Apply the basic skills and skills that a manager must have to manage and get things done through others, getting the most out of the available resources, as well as designing and adapting tools that allow optimum performance of the service.

Know the principles and theoretical foundations of Quality as a Management Philosophy and the characteristics it presents in the units / information services.

Learn from the experiences and practices carried out in libraries and other information centers related to the application of Quality Management Systems.

Define the infrastructure of effective knowledge management in document centers.  
 To know the different ways to approach the technological leap in the management of documentary centers.  
 Understand the value of competitive intelligence.  
 Know the models of application of competitive intelligence to organizations.  
 Apply prospective strategies and techniques for studying the future as an opportunity for change.

## DESCRIPTION OF CONTENTS: PROGRAMME

"In the era of knowledge economy, the library will become a treasure of human knowledge, participate in knowledge innovation and will be an important link in it. In the twenty-first century library will inevitably face the new issue of knowledge management "Tang Shanhong.

1. A brief history of the concept of library and knowledge management concept.
2. Alignment with organizational goals. Identifying the problems.
3. Preparation of cultural change in the organization.
4. Defining key features of knowledge management system applied to library management.
5. The knowledge audit. Results of the activities carried out so far.
6. Conclusions

In each of the issues will be specific references to the application of these concepts to the management of libraries.

## LEARNING ACTIVITIES AND METHODOLOGY

### TRAINING ACTIVITIES OF THE STUDY PLAN RELATED TO SUBJECTS

- AF1 Individual work for the study of theoretical and practical materials developed and contributed by the teacher
- AF2 Individual work for problem solving and case studies
- AF3 Theoretical-practical classes
- AF4 Tutorials
- AF5 Group work
- AF6 Active participation in forums enabled by the teacher in the virtual educational platform
- AF7 Perform self-assessment test for content review

### Code

Activity Nº Total hours Nº Hours Presencial% Presencialidad Student

AF1 210 0 0

AF2 158 0 0

AF3 21 21 100

AF4 18 0 0

AF5 210 0 0

AF6 7 0 0

AF7 6 0 0

TOTAL MATERIAL 630 21 3.3

## TEACHING METHODOLOGIES

MD1 Presentations in the teacher's class with support of computer and audiovisual media, in which the main concepts of the subject are developed and the bibliography is provided to complement the students' learning.

MD2 Critical reading of texts recommended by the teacher of the subject:

Press articles, reports, manuals and / or academic articles, either for later discussion in class, or to expand and consolidate the knowledge of the subject.

MD3 Resolution of practical cases, problems, etc., raised by the teacher individually or in a group

MD4 Exposition and discussion in class, under the moderation of the professor of subjects related to the content of the subject, as well as of practical cases

MD5 Preparation of individual and group work and reports

MD6 Reading of theoretical and practical teaching materials

## ASSESSMENT SYSTEM

- SE1 Participation in class and forums in virtual educational platform
- SE2 Individual or group work done during the course
- SE3 Carrying out evaluable and scoring questionnaires
- SE4 Exam or Final Work \*
- SE5 Presentation, content and public defense of TFM

\* The final exam or work will be done in face-to-face mode, at the Carlos III university or at a center arranged by the university that guarantees the student's identity, and must surpass it in order to be able to approve the corresponding subject / subject.

System of  
Evaluation Minimum Weighting (%) Maximum Weighting (%)  
SE1 5 5  
SE2 30 30  
SE3 15 15  
SE4 50 50

<b>% end-of-term-examination:</b>	50
<b>% of continuous assessment (assignments, laboratory, practicals...):</b>	50

#### BASIC BIBLIOGRAPHY

- Alonso Betanzos, Amparo Ingeniería del conocimiento : aspectos metodológicos, Pearson Educación, 2004
- Gómez, Asunción Ingeniería del conocimiento, Centro de Estudios Ramón Areces, 1997