

Academic Year: ( 2020 / 2021 )

Review date: 07-07-2020

Department assigned to the subject: Department of Library Science and Documentation, Department of Social Sciences

Coordinating teacher: CRUZ MUNDET, JOSE RAMON

Type: Electives ECTS Credits : 6.0

Year : Semester :

**COMPETENCES AND SKILLS THAT WILL BE ACQUIRED AND LEARNING RESULTS.**

CB2. That students know how to apply their knowledge to their work or vocation in a professional manner and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study

CB4. That students can transmit information, ideas, problems and solutions to a specialized and non-specialized public

CB5. That the students have developed those learning skills necessary to undertake further studies with a high degree of autonomy

CG1. Know the economic, legal, political and social reality from a comparative perspective

CG3. Know the techniques of quantitative or qualitative research and ability to discern which is appropriate to apply in the field of Social Sciences and Historiography.

CG4 Be able to manage, identify, organize and analyze relevant information in a critical and systematic way about current and past sources, in relation to political or other aspects

CG5 Be able to debate and formulate critical reasoning using precise terminology and specialized resources on international and global phenomena, using both the concepts and knowledge of different disciplines and the methodologies of analysis, paradigms and concepts of Social Sciences.

CG6 Be able to apply the scientific method to the social, political and economic questions posed by the globalized society as well as to raise a problem in this area, identifying a possible explanation or solution, and a method to contrast it by carefully interpreting the data.

CG7 Know how to make judgments that include an ethical reflection on fundamental social, scientific and economic issues in a representative context of past and present societies, both in the international order as well as in the national or local one.

CG8 To assume in a clear and objective way that the study of the past, although it does not inexorably mark us the paths that are going to be followed in the future, does allow, through the explanation of the present, to be in the best possible disposition to face that future.

CE1b. Know how to analyze and compare the structure and functioning of the main socio-political systems, both in the past and in the present; and, in the Spanish case, when necessary.

CE5 Know the main models of territorial, political, economic and social organization of the states throughout history and, with greater attention, in the present.

CT2. Be able to evaluate the reliability and quality of the information and its sources using such information in an ethical manner, avoiding plagiarism, and in accordance with the academic and professional conventions of the study area. Be able to organize, plan work and make judgments making decisions based on that information.

RA2. Apply the knowledge acquired, the understanding of these and their capabilities to solve complex and / or specialized problems in the professional field;

RA3. Have the ability to collect and interpret data and information on which to base their conclusions, including, when necessary and pertinent, reflection on matters of a social, scientific or ethical nature within the scope of their field of study;

RA4. Be able to cope with complex situations or require the development of new solutions in the academic, work or professional field within their field of study;

**DESCRIPTION OF CONTENTS: PROGRAMME**

1. Administration and records.

1.1. Definition, origins and nature of the Administration.

1.2. Manage the ancient world.

1.3. Register, use and keep the information. What are the records created for? Why are they preserved?

1.4. Practice: the origins and uses of administrative writing.

2. The Administration in the Old Regime.

2.1. The Spanish medieval institutions.

2.2. The polysynodal administration with the house of Austria: XVI-XVII cs.

2.3. The Bourbon administration: XVIII c.

- 2.4. Produce, organize and save records. Information and power.
- 2.5. Practice 1: the writing cycles: learning to recognize and use the records.
- 2.6. Practice 2: documentary typology: to each his own. Learning to recognize who produces, what records and for what.
- 2.7. Practice 3: documents and decision making in the Old Regime.
3. The origins of contemporary administration: XIX c.
  - 3.1. Politics and State: absolutism, revolution and liberalism.
  - 3.2. The Constitutional Spain: from 1812 to 1931.
  - 3.3. Evolution, structure and modernization of the institutions: the birth of the Public Administration.
  - 3.4. Produce, organize and save documents. Information and power.
  - 3.5. Practice 1: National spirits and historical archives.
  - 3.6. Practice 2: New forms and new uses of records: the file.
4. The Contemporary Administration: XX and XXI cs.
  - 4.1. Change of regime and republican reforms. The Constitution of 1931.
  - 4.2. The Francoist Administration.
  - 4.3. The constitutional monarchy: State and Autonomous Communities.
  - 4.4. The European institutions.
  - 4.5. Administrative modernization: electronic administration.
  - 4.6. Practice 1: The file and the classification of the records.
  - 4.7. Practice 2: Standardization and administrative language.
  - 4.8. Practice 3: Navigating in the Electronic Administration
5. The administrative documentation.
  - 5.1. Concept and typology. Use and reuse of information.
  - 5.2. The sources of bibliographic information.
  - 5.3. The statistical information sources.
  - 5.4. The sources of normative and jurisprudential information.
  - 5.5 Practice 1: Searches of bibliographic and statistical information.
  - 5.6. Practice 2: Searches of normative and jurisprudential information.
6. The challenges of the Administration of the 21st century.
  - 6.1. Governance Digitization and e-government.
  - 6.2. Data, data sets, records, archives and information governance.
  - 6.3. Interoperability and information security.
  - 6.4. Access to public information.
  - 6.5. Practice 1: Design an information governance model.
  - 6.6. Practice 2: Preparation of an electronic document management policy.
  - 6.7. Practice 3: Access to information: case study.

#### LEARNING ACTIVITIES AND METHODOLOGY

AF1. THEORETICAL-PRACTICAL CLASSES. They will present the knowledge that students should acquire. They will receive the class notes and will have basic texts of reference to facilitate the follow-up of the classes and the development of the subsequent work. Exercises, practical problems on the part of the student will be solved and workshops and tests of evaluations will be carried out to acquire the necessary capacities.

AF2. TUTORIES. Individualized assistance (individual tutorials) or group (collective tutorials) to students by the teacher.

AF3. INDIVIDUAL OR GROUP STUDENT WORK.

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

MD2. PRACTICES. Resolution of practical cases, problems, etc. raised by the teacher individually or in groups.

MD3. TUTORIES. Individualized assistance (individual tutorials) or group (collective tutorials) to students by the teacher.

#### ASSESSMENT SYSTEM

SE1. EXAMEN FINAL. En el que se valorarán de forma global los conocimientos, destrezas y capacidades adquiridas a lo largo del curso.

SE2. EVALUACIÓN CONTINUA. En ella se valorarán los trabajos, presentaciones, actuación en debates, exposiciones en clase, ejercicios, prácticas y trabajo en los talleres a lo largo del curso.

**% end-of-term-examination:** 60

**% of continuous assessment (assignments, laboratory, practicals...):** 40

#### BASIC BIBLIOGRAPHY

- Cruz Mundet, José Ramón; Mikelarena Peña, Fernando Información y documentación administrativa, Tecnos, 2006

- Escudero, José Antonio Curso de Historia del Derecho. Fuentes e Instituciones político-administrativas, UNED, 1995
- García de Valdeavellano, Luis Curso de historia de las instituciones españolas: de los orígenes a la Edad Media, Alianza, 1998
- Polo Martín, Regina Centralización, descentralización y autonomía en la España constitucional, Dyckinson, 2014