

Academic Year: (2022 / 2023)

Review date: 21-04-2022

Department assigned to the subject: Department of Library Science and Documentation

Coordinating teacher: VIANELLO OSTI, MARINA

Type: Basic Core ECTS Credits : 3.0

Year : 3 Semester : 1

Branch of knowledge: Arts and Humanities

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

They do not exist.

OBJECTIVES

Upon completion of this course, the student:

1. You will be able to make and defend arguments and solve problems within your area of study.
2. Will be able to make judgments that include a reflection on relevant social, scientific or ethical issues.
3. It will be able to transmit information, ideas, problems and solutions to a specialized and non-specialized public.
4. Write, represent and interpret technical documentation related to Security.
5. Will adequately present the results of an investigation or crisis situation to the media.
6. Will be able to handle document management tools, statistics, databases related to crimes, social phenomena and preparation of operations.
7. Will be able to communicate verbally and in writing in an international security management environment and use information resources.

DESCRIPTION OF CONTENTS: PROGRAMME

1. The written expression
 - The good use of language, clarity expression.
 The structure of the written text: the paragraph.
 - Coherence and cohesion.
2. The oral expression
 - Formal aspects of the presentation.
 - The organization of the speech. Structure of interventions.
 - Types of interventions:
 - * Monological: conferences and talks, defense of projects.
 - * Dialogues: meetings, debate, work table.
 - * Expression in social sphere: presentations, inaugurations, closings, speeches.
3. Basics of Digital Documentation
 - Use of formal sources of digital information on the network.
 - Main sources of information and how to access them.
4. Analysis and use of information
 - Defense against bad practices in the use of information.
 - Obtaining, handling and reuse of information.

LEARNING ACTIVITIES AND METHODOLOGY

Acquisition of theoretical knowledge (1 ECTS), through lectures, teaching materials prepared by the teacher, online tutorials, specialized reading, and the students' personal study, related to theoretical competences.

Acquisition of practical skills and abilities (2 ECTS), through case-studies oriented to information seeking in web sources, analysis of these sources, evaluation of results, presentation and citation of content.

Student assignments will be done partly in a computers classroom with direct supervision of the teacher; and partly out of the classroom with the support and subsequent control of the teacher. These assignments will be in particular oriented on the acquisition and development of practical skills.

The days and hours of tutorship sessions for each group will be available in the course space in Aula

Global.

ASSESSMENT SYSTEM

For the evaluation of the subject will follow the procedure of continuous evaluation, according to the following criterion:

- Formative evaluation that will be based on self-assessment exercises that measure the acquisition of theoretical knowledge and the development of exercises and practical activities. It will be 60% of the final grade of the course.
- Final exam that will account for 40% of the grade of the subject. It is mandatory to do it and obtain a minimum of 5 points out of 10 in order to pass the subject.

IMPORTANT NOTE: In the event that copy or plagiarism is detected in any of the activities proposed for the formative evaluation, it will not have any weight in the face of the final grade of the subject.

% end-of-term-examination:	40
% of continuous assessment (assignments, laboratory, practicals...):	60

BASIC BIBLIOGRAPHY

- Abadal Falgueras, E. y Codina, L. Bases de Datos documentales: Características, funciones y método. , Madrid: Síntesis, , 2005
- Ballenato Prieto, G. Hablar en público: arte y técnica de la oratoria. , Pirámide, 2006
- Bothma, T.J.D. Navigating Information Literacy: your Information Society Survival Toolkit. , Pearson Prentice Hall,, 2012.
- Cassany, D. La cocina de la escritura, Madrid: Ariel,, 2007.
- Cordón García, J.A. et al. Las nuevas fuentes de información. Información y búsqueda documental en el contexto de la web 2.0. , Madrid: Pirámide, , 2010.
- Gómez Torrego, L. Hablar y escribir correctamente. Gramática normativa del español actual, 2 vols., Madrid: Arco Libros,, 2011.
- Morales, C. J. Guía para hablar en público. Método completo y práctico para las más diversas situaciones., Madrid: Alianza,, 2007.
- Pacios Lozano, A.R. (coord.) Técnicas de búsqueda y uso de la información, Madrid: Editorial Universitaria Ramón Areces, , 2013.
- Queneau, R. Ejercicios de estilo., Madrid: Cátedra,, 2008.
- Salazar, I. Las profundidades de Internet. Accede a la información que los buscadores no encuentran y descubre el futuro inteligente de la Red, Gijón: Trea,, 2005

ADDITIONAL BIBLIOGRAPHY

- Will be provided in class as , subjects are , are taught