Document management systems. Technical standards

Academic Year: (2023 / 2024)   **Review date: 19/05/2023 17:56:41**

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: JUAREZ VALERO, EDUARDO

Type: Electives ECTS Credits : 3.0

Year : 1 Semester : 2

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

None

OBJECTIVES

he essential objective of this subject is to put the technical regulations in context with the professional environment where the controlled and normalized content will be developed by international standards. For this, the student will have to assume the need that the regulation implies, as well as the obligatory nature of its knowledge, its generic assumption and its application in whatever situation where the aforementioned resource is required. Understanding the need to establish a standardized regulatory framework and the rational and effective application of the standards should be an essential starting point to face a professional development where joint effectiveness and efficiency must prevail both for an archival and documentary environment as well as a library.

DESCRIPTION OF CONTENTS: PROGRAMME

heory:
The standardization process and standardization organizations in document management
Document management systems in the context of management systems: ISO 3030X standards.
Rules for the selection and deployment of IT solutions.
Rules for the integrity and preservation of documents.
Standards for digital continuity.
Risk management and document management.

Practice:
Analysis and discussion on the text of the regulations.

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 240 0 0
AF2 180 0 0
AF3 24 24 100%
AF4 20 0 0

AF5 240 0 0
AF6 8 0 0
AF7 8 0 0
TOTAL MATERIAL 720 24 3.3
TOTAL SUBJECT 90 3 3.3%

TRAINING ACTIVITIES IN THE SUBJECT
The following training activities will be developed, which will be the basis of the evaluation:
- AF1 - Individual work for the study of theoretical and practical materials provided by the teacher
- AF2 Individual work for problem solving and case studies
- AF6 Active participation in forums enabled by the teacher in the virtual educational platform
- AF4 Tutorials
- AF7 Perform self-assessment test to review contents.

It is highlighted that:
- The contents that will be published in Aula Global for each didactic unit.
- Attendance or viewing of the sessions established for the subject. Three face-to-face sessions are established.
- Mandatory readings proposed for each didactic unit.
- Recommended bibliography.

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

The methodology in the subject is based on these actions:
- MD1 - Presentations of the teacher 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 learning of the students.
- MD2 - Critical reading of texts recommended by the teacher of the subject.
- MD3 - Resolution of practical cases, problems, etc., raised by the teacher in an individual way.
- MD5 - Elaboration of works and reports individually or in group.
- MD6 - Reading of theoretical and practical teaching materials.

It is highlighted that:
- The communication will be managed through Global Classroom.
- Students can attend the face-to-face sessions.
- In the forum of notices or the forum of the subject of Classroom Global, will be communicated to the students those questions that affect to all enrolled in the subject. The students can make the general contributions in the forum of the subject or for questions that affect to some didactic unit, in the forums enabled for this purpose.
- Aula Global will be used exclusively to publish the materials and activities that the students must develop in the terms that are established.

TUTORIAL SCHEME.
- All questions that the students send by e-mail or through the forums (when the answer is of interest to the rest of the students) will be answered. It will try to respond in the shortest possible time, never later than 48 hours on school days. The response time may be higher when the questions are addressed during non-school days: weekends, public holidays or holidays.
- Physical tutorials can be organized, by appointment, on the days of the classroom sessions on the campus that the session is held (students

ASSESSMENT SYSTEM

% end-of-term-examination/test: 50

% of continuous assessment (assigments, laboratory, practicals…): 50

EVALUATION SYSTEMS:

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 will be held in face-to-face mode at the Carlos III University of Madrid, and must be passed to pass the subject.

System of
Evaluation Minimum Weighting (%) Maximum Weighting (%)

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

That final grade is distributed:
- SE1 Participation in class and forums in virtual educational platform. It assumes 5% of the evaluation.
- SE2 Individual or group work carried out during the course, consisting of the preparation of summaries and analysis of one of the mandatory readings proposed for each theoretical unit. They represent 30% of the evaluation.
- SE3 Completion of individual evaluable and scoring questionnaires, (test type), for each of the didactic units. These tests will review students' level of knowledge regarding the theoretical content of the subjects. They represent 15% of the evaluation.
- SE4 Individual final work and examination, for the realization of which will propose different topics related to the syllabus of the subject. The student can propose alternative topics. They account for 50% of the evaluation (30% work and 20% exam). .

In this subject, if the student has not followed the continuous evaluation, he will be entitled to a test that will allow him to obtain 60% of the final maximum grade in the regular exam. In the extraordinary, the exam will allow you to get up to 75% of the final maximum score.

Once the deadline for deliveries of the different tasks has been completed, individual students will be able to see their grades in the Global Classroom. The communication times of these qualifications will never exceed 15 days from the end of the year.
On the schedule is a week of recoveries. The activities that can be recovered are those not delivered during the academic period of the subject or suspended.

BASIC BIBLIOGRAPHY

- AENOR Gestión de documentos en un entorno digital, Madrid: AENOR. CD-ROM. ISBN: 978-84-8143-789-8, 2012

- Cruz Mundet, J.R. La gestión de documentos en las organizaciones, Madrid: Pirámide, 2006

- Franks, Patricia C. Records and Information Management, ALA Neal-Schuman, 2013

- Gatell Sánchez, C., Pardo Álvarez, J.M. Auditoría de un sistema integrado de gestión, Madrid: AENOR, 2014

- Jones, V.; Barber, D. Emergency Management for Records and Information Programs (2nd ed.), ARMA International, 2006