Universidad
Carlos III de Madrid
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COURSE: INFORMATION SKILLS		
	YEAR: 1	TERM: 1

WEEKLY PLANNING							
		DESCRIPTION	**GROUPS (mark X)**	**Special room for session (computer classroom, audio-visual classroom…)**	**WEEKLY PROGRAMMING FOR STUDENT**		
			LECTURES		DESCRIPTION	CLASS HOURS	HOMEWORK HOURS (Max. 8h week)
1	1	Course presentation Explanation of assignments and final team project Unit 1: Where to find reliable information: - Data, information and knowledge - Information skills	X	Computer room	Organization of work teams Further reading	1,5	7
1	2	Unit 1: Where to find reliable information: - Library session_1	X	Computer room	Do and deliver practical assignment	1,5	
2	3	Unit 1: Where to find reliable information: - Information sources: typology and searching - Information resources assessment	X	Computer room	Do and deliver practical assignments Do library self-assessment test	1,5	7
2	4	Unit 2: Ethical use of information: Citation and bibliography - Ethics and intellectual property rights - The academic essay without plagiarism - Citing and referencing bibliographies	X	Computer room	Do and deliver practical assignments Do self-assessment test - Unit 1	1,5	
3	5	Unit 2: Ethical use of information: Citation and bibliography (part 1 – printed materials) - How to present and organize bibliographic references - Reference and bibliography management software	X	Computer room	Do and deliver practical assignments	1,5	7

3	6	Unit 3: Information retrieval in digital environments: General resources - Basic concepts - Search processes of digital information	X	Computer room	Do and deliver practical assignments Do self-assessment test - Unit 2	1,5	
4	7	Unit 3: Information retrieval in digital environments: General resources - Multidisciplinary databases	X	Computer room	Do and deliver practical assignments	1,5	
4	8	Unit 3: Information retrieval in digital environments: General	X	Computer	Do and deliver practical assignments	1,5	

		resources - Internet search tolos		room	Do self-assessment test - Unit 3		
5	9	Unit 4: Information retrieval in digital environments: Specialized resources - Specialized portals and databases	X	Computer room	Do and deliver practical assignments	1,5	
5	10	Unit 4: Information retrieval in digital environments: Specialized resources - Library session_2	X	Computer room	Do and deliver practical assignments	1,5	7
6	11	Unit 4: Information retrieval in digital environments: Specialized resources - Selecting information resources on the Web - New spaces for knowledge interaction	X	Computer room	Do and deliver practical assignments Do library self-assessment test	1,5	
6	12	Unit 2: Ethical use of information: Citation and bibliography (part 2 – digital materials)	X	Computer room	Do and deliver practical assignments Do self-assessment test - Unit 4	1,5	7
7	13	Final review of main topics covered. Final questions.	X	Computer room		1,5	
7	14	Final test	X	Computer room		1,5	7
					Subtotal	**21**	**49**
8		Handing in essays					5

			Total 1 *(Hours of class plus student homework hours between weeks 1-7)*		75
TOTAL					**75**