COURSE: INFORMATION SKILLS			
DEGREE: DUAL DEGREE IN LAW AND BUSINESS ADMINISTRATION		**YEAR: 1**	**TERM: 2**

WEEKLY PLANNING							
WEEK	**SESSION**	**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	

1	2	Unit 1: Where to find reliable information:	X	Computer	Do and deliver practical assignments	1,5	7

		- Library session_1		room			
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	
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	7
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	
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	7
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		X			1,5	7

		Unit 3: Information retrieval in digital environments: General resources - Internet search tolos			Computer room	Do and deliver practical assignments 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**	