



<b>COURSE: INFORMATION SKILLS</b>		
<b>DEGREE: DUAL DEGREE IN LAW AND ECONOMICS</b>	<b>YEAR: 1</b>	<b>TERM: 1</b>

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: <ul style="list-style-type: none"> <li>- Data, information and knowledge</li> <li>- Information skills</li> </ul>	X	Computer room	Organization of work teams Further reading	1,5	7
1	2	Unit 1: Where to find reliable information: <ul style="list-style-type: none"> <li>- Library session_1</li> </ul>	X	Computer room	Do and deliver practical assignments	1,5	

2	3	Unit 1: Where to find reliable information: <ul style="list-style-type: none"> <li>- Information sources: typology and searching</li> <li>- Information resources assessment</li> </ul>	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 <ul style="list-style-type: none"> <li>- Ethics and intellectual property rights</li> <li>- The academic essay without plagiarism</li> <li>- Citing and referencing bibliographies</li> </ul>	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) <ul style="list-style-type: none"> <li>- How to present and organize bibliographic references</li> <li>- Reference and bibliography management software</li> </ul>	X	Computer room	Do and deliver practical assignments	1,5	7
3	6	Unit 3: Information retrieval in digital environments: General resources <ul style="list-style-type: none"> <li>- Basic concepts</li> <li>- Search processes of digital information</li> </ul>	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 <ul style="list-style-type: none"> <li>- Multidisciplinary databases</li> </ul>	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	7

		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	7
5	10	Unit 4: Information retrieval in digital environments: Specialized resources - Library session_2	X	Computer room	Do and deliver practical assignments	1,5	
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	7
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	13	Final review of main topics covered. Final questions.	X	Computer room		1,5	7
7	14	Final test	X	Computer room		1,5	
					<b>Subtotal</b>	<b>21</b>	<b>49</b>
8		Handing in essays					5

			<b>Total 1</b> ( <i>Hours of class plus student homework hours between weeks 1-7</i> )				<b>75</b>
<b>TOTAL</b>							<b>75</b>