

<b>COURSE: INFORMATION SKILLS</b>		
<b>DEGREE: Dual Bachelor in Computer Science and Engineering and Business Administration (</b>	<b>YEAR: 3rd</b>	<b>TERM: 1st</b>

WEEKLY PLANNING							
S E M A N A *	S E S I Ó N	DESCRIPTION	TEACHING (mark X)	SPECIAL ROOM FOR SESION (computer classroom, audio-visual classroom...)	WEEKLY PROGRAMMING FOR STUDENT		
			SEMINARS		DESCRIPCIÓN	CLASS HOURS	HOMEWORK HOURS (Max. Estim. 3,25h)
1	1	Unit 1: Information retrieval in digital environments (I) - Organizing your research plan: steps and search terms.	X	Computer room	Study Unit 1 Group building for final project on information searching, citing and referencing sources	1,66	3,25
3	2	Unit 1: Information retrieval in digital environments (II) - Processes and tools for the information search in databases and academic search engines.	X	Computer room	Study Unit 1 Unit 1 hands-on practice and assignment/s	1,66	3,25
5	3	Unit 1: Information retrieval in digital environments (III) - Knowledge and use of the main multidisciplinary and specialized databases (by area of knowledge).	X	Computer room	Study Unit 1 Unit 1 hands-on practice and assignment/s Unit 1 Quiz	1,66	3,25
7	4	Unit 2: Ethical use of information: Citation and bibliography (I) - Ethics and intellectual property. The academic work without plagiarism.	X	Computer room	Study Unit 2 Unit 2 hands-on practice and assignment/s	1,66	3,25

WEEKLY PLANNING							
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			SEMINARS		DESCRIPCIÓN	CLASS HOURS	HOMEWORK HOURS (Max. Estim. 3,25h)
9	5	Unit 2: Ethical use of information: Citation and bibliography (II) - Create and manage in text citations and bibliographic references. Present and organize references.	X	Computer room	Study Unit 2 Unit 2 hands-on practice and assignment/s	1,66	3,25
11	6	Unit 2: Ethical use of information: Citation and bibliography (III) - Software products for generating and managing citations and bibliographies.	X	Computer room	Study Unit 2 Unit 2 hands-on practice and assignment/s Unit 2 Quiz	1,66	3,25
13	7	Final test	X	Computer room	Final test	1,66	3,25
	8	Additional session	X	Computer room	Finish and hand in final project	1,66	3,25
<b>Subtotal 1</b>						<b>13</b>	<b>26</b>
<b>Total 1 (Hours of class plus student homework)</b>						<b>39</b>	
15		Tutorials, handing in, etc				0,9	3,5
<b>Subtotal 2</b>						<b>4</b>	
<b>Total 2 (Hours of class plus student homework)</b>						<b>4</b>	
<b>TOTAL (Maximun 44 horas)</b>						<b>44</b>	

(\* ) Subject that is taught in alternate weeks. It should be indicated, where appropriate, 1,3,5,7,9,11,13 o 2,4,6,8,10,12,14