

<b>COURSE: EXPRESSION TECHNIQUES AND DIGITAL DOCUMENTATION</b>		
<b>DEGREE: Public Security Management</b>	<b>CURSO: 3º</b>	<b>CUATRIMESTRE: 1º</b>

<b>SCHEDULE *</b>						
WEEK	SESSION	CONTENT DESCRIPTION	Space required	WEEKLY PROGRAMMING FOR STUDENT		
				CONTENT DESCRIPTION	CLASS HOURS	HOMEWORK HOURS
1	1	Presentation of the subject and materials Explanation of practical work - 1. The written expression - The good use of language, clarity expression. Presentation of information materials for library services	Computer Classroom	Material study Theme 1 Compulsory reading presentation 1 Team building for teamwork	1	7
2	2	1. The written expression The structure of the written text: the paragraph. - Coherence and cohesion	Computer Classroom	Study material Theme 1 Conducting the self-evaluation questionnaire Library services Practical realization 1	1	
3	3	2. The oral expression - Formal aspects of the presentation. - The organization of the speech. Structure of interventions.	Computer Classroom	Study material Theme 2 Further Reading Conducting a self-assessment questionnaire Theme 1	1	7
4	4	2. The oral expression - Types of interventions: * Monological: conferences and talks, defense of projects.	Computer Classroom	Study materials Theme 2	1	

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3	5	2.The oral expression - Types of interventions:	Computer Classroom	Further Reading	1,5	7

		* Dialogues: meetings of work, debate, work table. * Expression in social sphere: presentations, inaugurations, closings, speeches.		Study material theme 3 Completion of self-evaluation questionnaire Theme 2		
3	6	3. Basic Foundations of Digital Documentation - Use of formal sources of digital information on the network.	Computer Classroom	Execution and delivery of practical exercises Study materials theme 3  Group Work Development	1,5	
4	7	3. Basic Foundations of Digital Documentation - Main sources of information and how to access them.	Computer Classroom	Further Reading Study materials theme 3	1,5	7
4	8	4. Analysis and use of information - Quantitative data, graphs and bad practices in the use of non-textual information.	Computer Classroom	Practices Specialized Databases  Group Work Development	1,5	
5	9	4. Analysis and use of information - Quantitative data, graphs and bad practices in the use of non-textual information	Computer Classroom	Reading supplementary material  Conducting a self-assessment questionnaire Topic 3  Study material theme 4	1,5	7
5	10	4. Analysis and use of information - Obtaining, managing and reusing textual, sound and multimedia data.	Computer Classroom	Selecting resources on the network  Group Work Development	1,5	

<b>SCHEDULE *</b>						
WEEK	SESIÓN	CONTENT DESCRIPTION	CONTENT DESCRIPTION	WEEKLY PROGRAMMING FOR STUDENT		
				CONTENT DESCRIPTION	CLASS HOURS	HOMEWORK HOURS
6	11	4. Analysis and use of information - Obtaining, managing and reusing textual, sound and multimedia data.	Computer Classroom	Further Reading  Study material theme 4	1,5	7
6	12	4. Analysis and use of information - Obtaining, managing and reusing textual, sound and multimedia data.	Computer Classroom	Execution and delivery of practical exercises  Study material theme 4	1,5	
7	13	Review and resolution of doubts	Computer Classroom	Preparation of the final work and evaluation Conducting a self-assessment questionnaire Item 4	1,5	12
7	14	Completion of the final test of the subject	Computer Classroom		1,5	
<b>SUBTOTAL</b>					<b>21+54</b>	

<b>TOTAL</b>						<b>75</b>