

**COURSE: Electronic Records Management**

**DEGREE: Management of Information and Digital Contents**

WEEKLY PLANNING					
WEEK	SESSION	DESCRIPTION	TEACHING (mark X)		SPECIAL ROOM FOR SESSION (computer classroom, audio visual classroom...)
			L E C T U R E S	S E M I N A R S	
1	1	Theoretical			
	2	Practical			
2	3	Theoretical			
	4	Practical			
3	5	Theoretical			
	6	Practical			
4	7	Theoretical			
	8	Practical			
5	9	Theoretical			
	10	Practical			
6	11	Theoretical			
	12	Practical			
7	13	Theoretical			
	14	Practical			
8	15	Theoretical			
	16	Practical			
9	17	Theoretical			
	18	Practical			
10	19	Theoretical			
	20	Practical			
11	21	Theoretical			
	22	Practical			
12	23	Theoretical			
	24	Practical			
13	25	Theoretical			
	26	Practical			
14	27	Theoretical			
	28	Practical			



15		Tutorials, handing in, etc			
16					

WEEKLY PLANNING					
WEEK	SESSION	DESCRIPTION	TEACHING (mark X)		SPECIAL ROOM FOR SESSION (computer classroom, audio visual classroom...)
			L E C T U R E S	S E M I N A R S	
17		Assessment			
18					

**TOTAL ( *Maximun 150 horas* )**



WEEKLY PROGRAMMING FOR STUDENT		
DESCRIPTION	CLASS HOURS	HOMEWORK HOURS (Max. Estim. 6,5h)
	3	10
<b>Subtotal 2</b>	<b>6,6</b>	<b>10</b>
<b>Total 2 (Hours of class plus student homework)</b>	<b>17</b>	
	<b>150</b>	