

## 25701 - Archive Organisation and Management

### Syllabus Information

**Academic Year:** 2020/21

**Subject:** 25701 - Archive Organisation and Management

**Faculty / School:** 103 - Facultad de Filosofía y Letras

**Degree:** 268 - Degree in Information Management

**ECTS:** 9.0

**Year:** 1

**Semester:** Second Four-month period

**Subject Type:** Compulsory

**Module:** ---

### 1.General information

#### 1.1.Aims of the course

#### 1.2.Context and importance of this course in the degree

#### 1.3.Recommendations to take this course

### 2.Learning goals

#### 2.1.Competences

#### 2.2.Learning goals

#### 2.3.Importance of learning goals

### 3.Assessment (1st and 2nd call)

#### 3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

### 4.Methodology, learning tasks, syllabus and resources

#### 4.1.Methodological overview

See "Learning activities " and "Syllabus".

More information will be provided on the first day of class.

#### 4.2.Learning tasks

- Theoretical lectures.
- Practical lectures.
- Individual work.
- Personal study.
- Assessment activities.

#### 4.3.Syllabus

#### 4.4.Course planning and calendar

See the academic calendar of the University of Zaragoza (<http://academico.unizar.es/calendario-academico/calendario>) and the website of the Faculty of Philosophy and Arts (*Schedule of classes*: <https://fyl.unizar.es/horario-de-clases#overlay-context=horario-de-clases>; Examination schedule:

[https://fyl.unizar.es/calendario-de-examenes#overlay-context=\)](https://fyl.unizar.es/calendario-de-examenes#overlay-context=)

More information will be provided on the first day of class.

#### **4.5. Bibliography and recommended resources**

<http://psfunizar7.unizar.es/br13/egAsignaturas.php?codigo=25701>