

25700 - Digital Edition

Syllabus Information

Academic year: 2024/25

Subject: 25700 - Digital Edition

Faculty / School: 103 - Facultad de Filosofía y Letras

Degree: 268 - Degree in Information Management

ECTS: 9.0

Year: 1

Semester: First Four-month period

Subject type: Compulsory

Module:

1. General information

Main goal: The production or modification of documents in any medium and format for dissemination.

Partial goals:

- Use of different digital formats for textual and graphic documents.
- Advanced use of the word processor with professional documents intended for printing on paper or digital files, from predefined "style sheets" of "document typologies".
- Combine the above with the reuse of information without/with OCR.
- Modification of web pages and web sites, as well as creation of simple web sites. Use of web editors, publication of simple and pre-existing web 2.0 applications to a server and their configuration.

2. Learning results

- Understands and defines terms such as: editing, manuscript, typed copy, proofreading, markup, SGML, XML, HTML, pagination, formatting, box, body copy, justification, layout, binding, spread, matrix.
- Uses word processing.
- It uses a predefined style sheet.
- Organizes and formats any message in a clear, precise, accurate and adapted to the addressee: notes, instructions, letters, minutes, graphs, telephone conversations, etc.
- Uses electronic means of communication and office software.
- Performs a simple montage of text and illustrations.
- Page, is responsible for the reproduction of a document after validation by the editor.
- Reuses information from various sources [spreadsheet, bitmap and vector graphics, OCR, sound], inserts it into a document, and verifies the results obtained.
- Updates and maintains all types of digital documents

3. Syllabus

1. Introduction to the subject
2. Tag languages and digital publishing formats
3. Basic to intermediate word processing
4. Advanced word processing and document processing
5. Spreadsheet
6. Document scanning & OCR
7. Basic creation and modification of web pages and web sites

4. Academic activities

Methodology:

- Theory & practical supported in a computer room, where the entire subject is taught.
- Use of e-learning environment: UZ Digital Teaching Ring and similar.
- Use of LAMP server with individual access accounts per student to ssh (secure shell), sftp, internal RFC822 email and mailing

lists, NETBIOS and web (1.0) as well as pypMyAdmin and MySQL or similar (web 2.0).

for the installation of Web 2.0 applications used in theory and practices of the course.

- Individual and team work, autonomous learning and problem-based learning.

5. Assessment system

FIRST CALL.

Overall assessment system

Task 1.

a) Document layout (20% of the total grade). Moodle presentation. It will include information retrieved from various sources.

b) Criteria: correct use of the most appropriate functionalities for processing, editing and publishing documents.

Task 2.

a) Editing and deployment of simple website(s) (10% of the total grade).

b) Criteria: correct use of the editing and publishing tools of the web site in the LAMP Platform of the subject.

Task 3:

a) Theoretical-practical final exam (70% of the total grade). It will be essential to pass this assignment in order to pass the subject.

b) Assessment criteria:

- Level of theoretical knowledge of the methods and techniques of the subject.

- Level of success in the practical application of the methods and techniques of the subject.

- Understanding and correspondence with the theoretical and practical contents contained in the reference materials.

Assignments 1 and 2 will be handed in on the day of the final exam.

Tasks 1 and 2 will only be compensable if at least 40% of the maximum possible score is reached in each of them.

SECOND CALL

Global assessment test: identical to that of the first call.

6. Sustainable Development Goals

4 - Quality Education

5 - Gender Equality

17 - Partnerships for the Goals