

# Postgraduate Certificate Cultural Documentation



## Postgraduate Certificate Cultural Documentation

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Global University
- » Credits: 6 ECTS
- » Schedule: at your own pace
- » Exams: online

Website: [www.techtute.com/us/humanities/postgraduate-certificate/cultural-documentation](http://www.techtute.com/us/humanities/postgraduate-certificate/cultural-documentation)

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# 01

# Introduction

Cultural heritage reflects the foundations on which a nation's identity and history has been built. Globalization and the excessive use of new technologies represent a threat to the preservation of socio-cultural diversity. For this reason, it is of crucial importance the preservation of such legacy through an in-depth knowledge of this field. Based on this context, TECH has created an academic degree in which the student will delve into some of the particularities of museums as centers dedicated to the collection of documentation based on the understanding of heritage and galleries didactics. All of this, in an immersive and dynamic program taught in a practical 100% online format that includes the best theoretical and practical content.



“

*Are you interested in the archive of heritage assets?  
With this program you will learn all the tools to  
catalog thousands of museum treasures”*

With this Postgraduate Certificate in Cultural Documentation the student will acquire the necessary tools to become an expert in the archive that is handled in museums, applying the necessary methods to maintain a complete preservation of all the material found in them. In addition, you will learn about the most effective documentary systems for information gathering, with the objective of having a more complete organization of the collected elements.

All this, thanks to the fact that this program has the didactic support of multimedia resources throughout the process, which will provide a comprehensive training that will allow the student to deepen their knowledge about the management of information based on historical elements that may include not only objects, but also documents that require thorough care and a demanding research for its proper archiving process in galleries.

This degree is developed within a 100% online modality, a benefit that will allow students to learn from anywhere in the world, and even in their favorite places; they can be visiting a museum and learning about their favorite topics at the same time, since they will have access 24 hours a day to the contents that form part of this academic program. In addition, academic resources can be downloaded from any device with an internet connection, so you can use the technological device that best suits your needs.

This **Postgraduate Certificate in Cultural Documentation** contains the most complete and up-to-date educational program on the market. Its most outstanding features are:

- ♦ The development of case studies presented by experts in Cultural Documentation
- ♦ The graphic, schematic and eminently practical contents with which it is designed provide innovative and practical information on disciplines that are essential for professional practice
- ♦ Practical exercises where self-assessment can be used to improve learning
- ♦ Its special emphasis on innovative methodologies
- ♦ Theoretical lessons, questions to the expert, debate forums on controversial topics, and individual reflection assignments
- ♦ Content that is accessible from any fixed or portable device with an Internet connection



*With this Postgraduate Certificate you will become a key player in information management processes”*

“

*The great treasures found in the world's museums need managers who are passionate about archiving. Will you join the challenge?”*

The program's teaching staff includes professionals from sector who contribute their work experience to this educational program, as well as renowned specialists from leading societies and prestigious universities.

Its multimedia content, developed with the latest educational technology, will provide the professional with situated and contextual learning, i.e., a simulated environment that will provide an immersive education programmed to learn in real situations.

The design of this program focuses on Problem-Based Learning, by means of which the professional must try to solve the different professional practice situations that are presented throughout the academic course. For this purpose, the student will be assisted by an innovative interactive video system created by renowned experts.

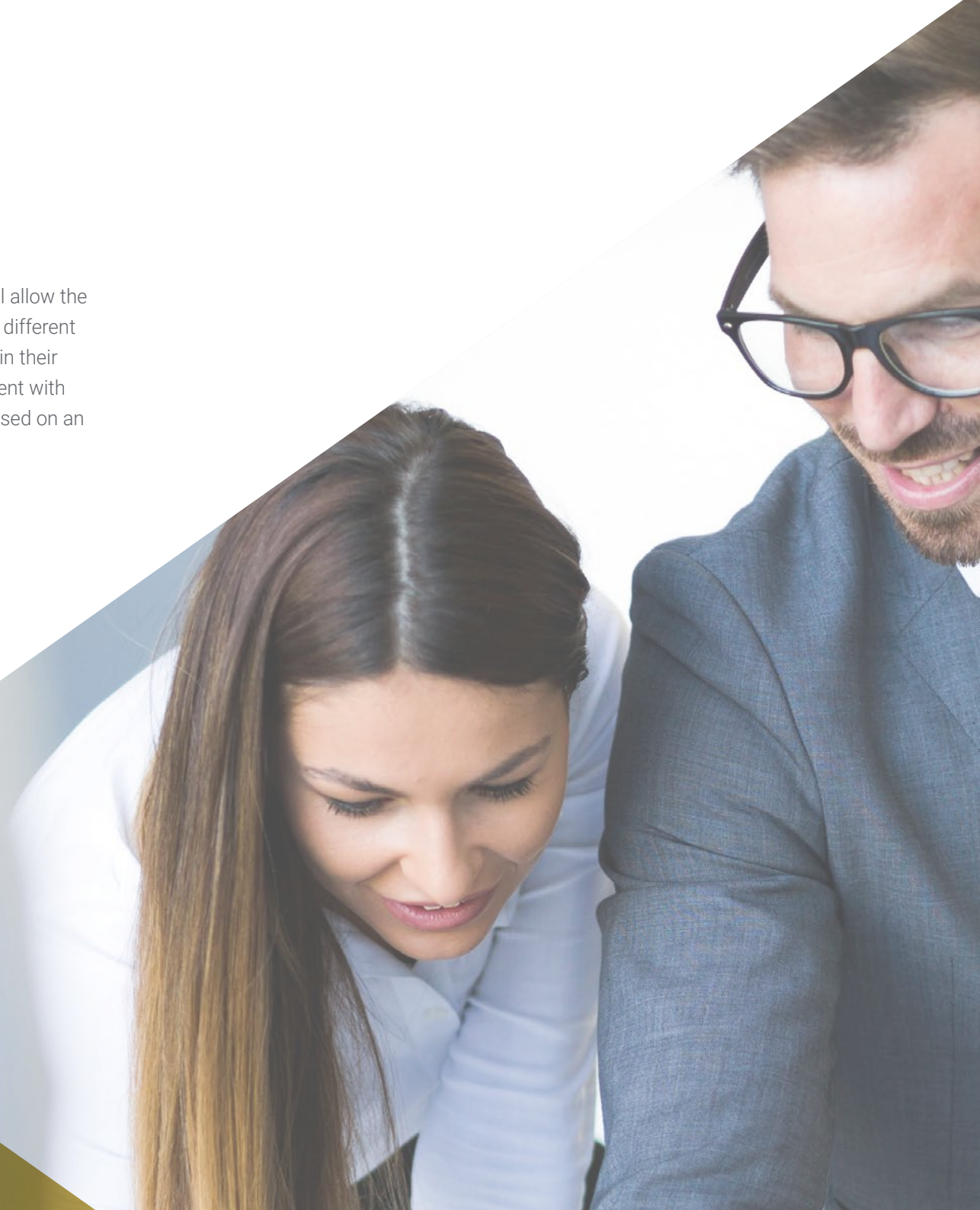
*This program uses innovative technology for the student, with top-quality didactic and multimedia content.*

*With TECH you can become an archive manager in the most important museums worldwide.*



# 02 Objectives

The structure of this Postgraduate Certificate in Cultural Documentation will allow the student to acquire new knowledge to become an archive manager, entering different museums at an international level that will lead them to achieve excellence in their field of work. At the same time, the goal of the degree is to provide the student with the appropriate tools to delve into the functions of documentary registry, based on an excellent inventory and catalog management.







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*This Postgraduate Certificate contains all the information you need to preserve cultural heritage objects”*



## General Objectives

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- ♦ Manage cultural heritage in different tourist areas in accordance with the principles of sustainability
- ♦ Knowing the management of cultural heritage in the different areas
- ♦ Manage sources, plan projects, and organize different methods to solve problems
- ♦ Demonstrate procedures to promote cultural ideas





## Specific Objectives

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- ♦ Identify the Information Management Processes
- ♦ Understanding the different platforms for the diffusion of existing collections and projects
- ♦ Learn about mediation and participatory experiences

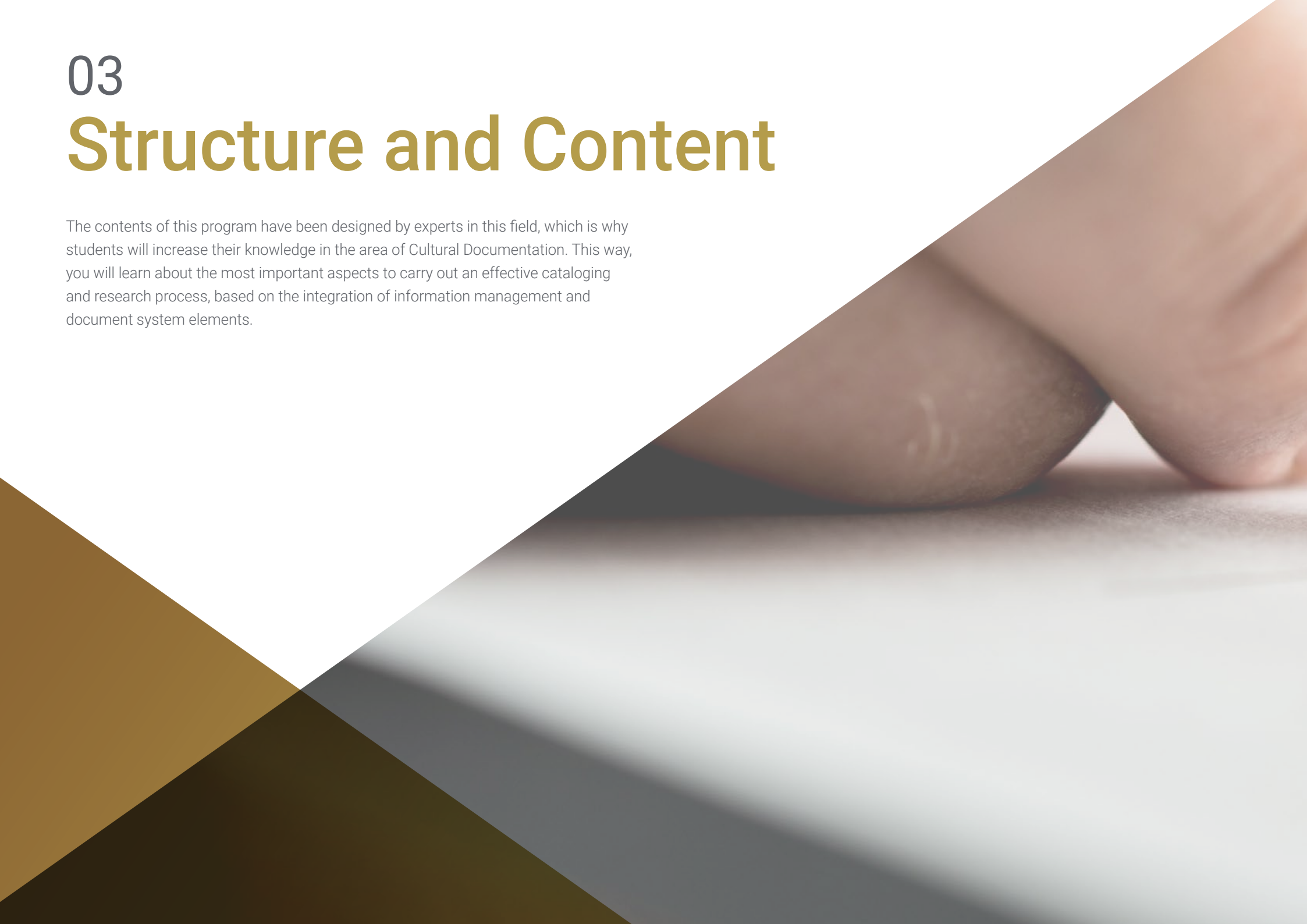
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*Achieving your goals is now possible from anywhere, at any time and with the best multimedia content”*

03

# Structure and Content

The contents of this program have been designed by experts in this field, which is why students will increase their knowledge in the area of Cultural Documentation. This way, you will learn about the most important aspects to carry out an effective cataloging and research process, based on the integration of information management and document system elements.






“

*Thanks to the design of this innovative course, you will obtain excellent educational foundations to achieve your goals”*

## Module 1. Cultural Documentation Classify and Research

- 1.1. Documentation of a Museum
  - 1.1.1. What Is the Documentation of a Museum?
  - 1.1.2. What is the Purpose of an Museum?
  - 1.1.3. Museums as Documentation Collection Centers
  - 1.1.4. Documentation Related to Museum Objects
- 1.2. Information Management and its Practical Application
  - 1.2.1. Description of Information Management
  - 1.2.2. Appearance and Development of Information Management
    - 1.2.2.1. 20th century
    - 1.2.2.2. Present Day
  - 1.2.3. Tools to Implement Information Management
  - 1.2.4. Who Can be Responsible for Information Management?
- 1.3. Documentary System I
  - 1.3.1. Archive Documentary Content
    - 1.3.1.1. Archive in Document Management
    - 1.3.1.2. Importance of Documentary Archives
  - 1.3.2. Responsibilities of the Staff in Charge of Documentary Archives
  - 1.3.3. Documentary Instruments
    - 1.3.3.1. Records
    - 1.3.3.2. Inventory
    - 1.3.3.3. Catalog
- 1.4. Documentary System II
  - 1.4.1. Documentation
    - 1.4.1.1. Graph
    - 1.4.1.2. Technique
    - 1.4.1.3. Restoration
  - 1.4.2. Documentary Movements and Funds
  - 1.4.3. Administrative Documentation and Filing



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- 1.5. Documentary Standardization
    - 1.5.1. Terminological Control Tools
      - 1.5.1.1. Hierarchical Lists
      - 1.5.1.2. Dictionaries
      - 1.5.1.3. Thesauri
    - 1.5.2. Quality Standards
    - 1.5.3. ICT Applications
  - 1.6. Museum Investigation
    - 1.6.1. Theoretical Framework
    - 1.6.2. Documentation vs. Investigation
    - 1.6.3. Information Management Processes
  - 1.7. Diffusion Platforms of Collections and Projects
    - 1.7.1. Transmission of Knowledge
    - 1.7.2. Social media
    - 1.7.3. Media
  - 1.8. Education in the Context of Heritage and Museums
    - 1.8.1. Didactics of Museums
    - 1.8.2. Role of the Museums and Galleries in Education
    - 1.8.3. Theoretical Framework of Learning
      - 1.8.3.1. Formal
      - 1.8.3.2. No formal
      - 1.8.3.3. Informal
  - 1.9. Mediation and Participatory Experiences
    - 1.9.1. Education for Equality and Integrity
    - 1.9.2. Proposals of Awareness and Respect for the Environment
    - 1.9.3. Sociomuseology
  - 1.10. Areas of Education and Cultural Action
    - 1.10.1. History
    - 1.10.2. Structure
    - 1.10.3. Functions

04

# Methodology

This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: ***Relearning***.

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the ***New England Journal of Medicine*** have considered it to be one of the most effective.





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*Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"*

## Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.

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*At TECH, you will experience a learning methodology that is shaking the foundations of traditional universities around the world"*



*You will have access to a learning system based on repetition, with natural and progressive teaching throughout the entire syllabus.*



*The student will learn to solve complex situations in real business environments through collaborative activities and real cases.*

### A learning method that is different and innovative

This TECH program is an intensive educational program, created from scratch, which presents the most demanding challenges and decisions in this field, both nationally and internationally. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and professional reality is taken into account.

“*Our program prepares you to face new challenges in uncertain environments and achieve success in your career*”

The case method has been the most widely used learning system among the world's leading Humanities schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They will have to combine all their knowledge and research, and argue and defend their ideas and decisions.

## Relearning Methodology

TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines 8 different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

*In 2019, we obtained the best learning results of all online universities in the world.*

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our university is the only one in the world authorized to employ this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.



In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically. With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

*Relearning will allow you to learn with less effort and better performance, involving you more in your training, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation for success.*

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.



This program offers the best educational material, prepared with professionals in mind:



#### Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



#### Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



#### Practising Skills and Abilities

They will carry out activities to develop specific skills and abilities in each subject area. Exercises and activities to acquire and develop the skills and abilities that a specialist needs to develop in the context of the globalization that we are experiencing.



#### Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





#### Case Studies

Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best specialists in the world.



#### Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".



#### Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.



05

# Certificate

The Postgraduate Certificate in Cultural Documentation guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Certificate issued by TECH Global University.





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*Successfully complete this program  
and receive your university qualification  
without having to travel or fill out  
laborious paperwork”*

This program will allow you to obtain your **Postgraduate Certificate in Cultural Documentation** endorsed by TECH Global University, the world's largest online university.

**TECH Global University** is an official European University publicly recognized by the Government of Andorra ([official bulletin](#)). Andorra is part of the European Higher Education Area (EHEA) since 2003. The EHEA is an initiative promoted by the European Union that aims to organize the international training framework and harmonize the higher education systems of the member countries of this space. The project promotes common values, the implementation of collaborative tools and strengthening its quality assurance mechanisms to enhance collaboration and mobility among students, researchers and academics.

This **TECH Global University** title is a European program of continuing education and professional updating that guarantees the acquisition of competencies in its area of knowledge, providing a high curricular value to the student who completes the program.

Title: **Postgraduate Certificate in Cultural Documentation**

Modality: **online**

Duration: **6 weeks**

Accreditation: **6 ECTS**



\*Apostille Convention. In the event that the student wishes to have their paper diploma issued with an apostille, TECH Global University will make the necessary arrangements to obtain it, at an additional cost.

future  
health confidence people  
education information tutors  
guarantee accreditation teaching  
institutions technology learning  
community commitment  
personalized service innovation  
knowledge present quality  
development languages  
virtual classroom



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- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Global University
- » Credits: 6 ECTS
- » Schedule: at your own pace
- » Exams: online

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