



COURSE DESCRIPTIONS

Name of Course	Description
Business Archives	Training for work in company archives, financial companies, and insurance companies. Programme: - The function of archives in the company - The international overview - Company archives - Internal communication systems - Scientific value of archives - Archives and their role in decision making - Accountancy documentation - Correspondence - Technical documentation - Quality management: systems documentation.
Collection Development	The objective of this module is to put the students in a position to use, develop and evaluate systems and processes for collection and documents from a broad perspective so that they can also incorporate relevant knowledge from other subject areas to the best possible extent.
Content Analysis	The objective of this module - To provide the student with the necessary theoretical basis in order to establish the criteria for the semantic treatment of documents. - To provide the students with the necessary techniques in order to carry out the tasks of document analysis. - To provide the student with the knowledge and skills in order to carry out the maintenance and construction of combined languages. Programme: - Representation of the contents of a document - Retrieval of documents by means of thesaurus - Construction and maintenance of a thesaurus of descriptors - Reduction to document language - Index automation - Automated systems in thesaurus functions - The automatic analysis of texts - Condensing documentary contents - Quality of substantial descriptions - Introduction to document analysis of the fixed image and audiovisual material.
Database Management Systems	Programme: - The notion of the database, the principles of system-oriented thinking and their application in practical life. Modelling means. Bases of relational databases. - Steps of creating a database: preliminary examination and planning, detailed planning, human tasks and programs, development, testing, putting in function, running and supervising. - Data modelling, data structures and correlations in library work. Types of database-handling systems, general knowledge. Operations: searching, exporting, importing. Additional

	possibilities: documentation, protection, synchronization, data-flow between different programs.
Document Management	<p>Programme:</p> <ul style="list-style-type: none"> - Document, as a source of the collection - Management of the documents, building of the collection. <p>Different type of analysis</p> <ul style="list-style-type: none"> - New solution of documents to the social account - Special services and the utilizing - Resources of the document: Entirety, fullness, accuracy, rapidity. Databases. New aspects - Application: time and accuracy of the services and finding; relevance. User education. Publications - Care of books. File protection.
Evaluation of Services and Training for Users	<p>Programme:</p> <ul style="list-style-type: none"> - Types of information services - Requirements of the users of information services - Assessment and quality - The most important methodologies used in the assessment of the information services - Training of users: introduction and basic concepts - Training systems for users - Design and development of different training courses for users.
History of Culture and Libraries *	<p>Programme:</p> <ul style="list-style-type: none"> - Technical matters: writing, books, and libraries. Scroll and codex. The invention of paper: the birth of Papermaking. History of scriptorium and the evolution of the book in the middle age - Renaissance culture in Hungary: the Kingdom in the 15th-17th century, Bibliotheca Corviniana, Digital and virtual collection of Bibliotheca Corviniana, the book printing - The Partition of Hungary, 150 years after the defeat at Mohács. The Reformation came to Hungary. Transylvania. Rákóczi and Zrínyi family. The school system - Rare books and protestant area. Bible in Vizsoly. Bibles in 16-18 century - History of Hungarian libraries. Reading clubs.
Knowledge Management	<p>Programme:</p> <ul style="list-style-type: none"> - Methodologies and tools for knowledge management - Knowledge sharing and distribution, collaboration - Best practices and lessons learned from case studies - Provenance and trust in knowledge management - Methods for accelerating take-up of knowledge management technologies - Corporate memories for knowledge management - Evolution, maintenance and preservation of knowledge - Web 2.0 technologies for knowledge management - Incentives for human knowledge acquisition (e.g. games with a purpose) - Collaborative and social approaches to knowledge management and acquisition - Crowdsourcing in knowledge management
Knowledge Organization in traditional and electronic circumstances I.- II.	<p>Programme:</p> <ul style="list-style-type: none"> - The Philosophy of KO - Concept. The Structure of Concept and its connection to sciences

	<ul style="list-style-type: none"> - From Paradigms of Cognition and Perception to Phenomenon - Interdisciplinarity and KO - Epistemological basis of KO - Universal systems of KO - Online KO systems - Visualization of information
Knowledge Organization *	The objective of this module is to put the students in a position to use, develop and evaluate systems and processes for knowledge organisation from a broad perspective so that they can also incorporate relevant knowledge from other subject areas to the best possible extent. The module will provide interdisciplinary competences in knowledge theory, the sociology of science, psychology and the language of knowledge as a basis for use, development and evaluation of systems and processes for knowledge organisation.
Legal Institutions of Documentation	<p>A basic approach to understanding Law, through a study of the legal institutions which regulate the use of documents.</p> <p>Programme:</p> <ul style="list-style-type: none"> - The document as an instrument for recording facts and acts - The document as evidence of facts and acts - The registers as documents about documents - The typical sets of documents - The collections of documents.
Library Methodology *	<p>Programme:</p> <ul style="list-style-type: none"> - Libraries and its social surroundings - Research tools and specific resources - Different methods for planning - Notions, Inspirations, Innovations and Implementations - User needs and services - Qualitative and Quantitative Indicators for the Monitoring - Case studies
Library Organization, Library System *	<p>There are some general subjects and themes about the structure of library system in different countries.</p> <p>Programme:</p> <p>Library laws and acts. User education. Basic services. National Library, public libraries, academic libraries, school libraries, science libraries. Role of the National Library Board. Digitalization projects. The incentive support to local authorities for libraries and general culture. Important Sources of Information. International institutions and associations of LIS</p>
Management of Technological Resources	<p>Programme aims:</p> <ul style="list-style-type: none"> - To familiarize the students with existing technologies for the storage, management and retrieval of information and the different applications which they can be used for. - To provide the student with the skills to design and manage document applications using technological resources. - To provide the student with the skills to design and manage technological integration projects in libraries and information centres. - To provide the student with the skills to evaluate and select technological resources.
Organization and Administration of Information Units	<p>Programme:</p> <ul style="list-style-type: none"> - The management of information units as organisations - Organization of Information Units geared to customers

	<ul style="list-style-type: none"> - Planning - Management by objectives - Strategic planning. Hungarian Strategic Plans of Libraries. New tendencies - Decision making - Different types of System Analysis. SWOT, PEST, BCG... - Organisational marketing - Current tendencies in the organisation and administration of information units.
Organization and Representation of Knowledge	<p>Programme:</p> <ul style="list-style-type: none"> - Concept of organization and representation of knowledge - Organization and representation of knowledge in the principal classification systems - Structuring of knowledge by means of heading of material, thesauruses, key words and classification systems - Organization of multi-media information: Semantic networks of documents. Meta-data libraries - Global organization of information.
Statistic methods	<p>Programme:</p> <ul style="list-style-type: none"> - Description of data - Index numbers - Normal distribution - Samples and population - Statistical language analysis - Automatic classification

* suggested courses for first semester

Name of Course	Description
The Basics of Library Management	<p>Programme:</p> <ul style="list-style-type: none"> - Managing in Today's Libraries and Information Centers - Strategic Planning - Planning and Maintaining Library Facilities - Organizations and Organizational Culture - Structuring the Organization, Specialization and Coordination - Human Resource Management - Leading: Motivation, Leadership, Ethics - Measuring, Evaluating, and Coordinating Organizational Performance - Marketing Information Services
History of the Book 2.	<p>Programme:</p> <ul style="list-style-type: none"> - Bibliophiles, patrons and the greatest aristocratic libraries in the 18th century - The cultural formation of bourgeois print culture: New types of libraries in the 18th and 19th centuries; Social, religious, and technical influences on typography and book design in the 18th and 19th centuries - Art nouveau and New Book Art - The development of Hungarian libraries from the Enlightenment to 1914 - The history of Hungarian media

<p>Library and Information Management and Marketing</p>	<p>Programme:</p> <ul style="list-style-type: none"> - Fundamentals of accounting and finance for governmental and nonprofit organizations: budgeting, reporting, strategic planning, fundraising - Nonprofit leadership - Volunteer management - Public and Nonprofit Service and Performance Management - Higher Education Management - Marketing for Cultural Organizations - Knowledge Management
<p>Professional Techniques of Library Reference Work</p>	<p>Programme:</p> <ul style="list-style-type: none"> - Bibliometrics, Scientometrics, Altmetrics - Evaluating research performance with citation data - Current Research Information Systems - Research, Development and Innovation: statistics, information services, frameworks, programmes and schemes - Grey literature in Library and Information Studies