INTERNATIONAL
HELLENIC
UNIVERSITY

Department of Library, Archival and Information Studies

Offered Courses for Erasmus+ Incoming Students:
Course Descriptions

Winter Semester

Course title	*English Terminology I*		
Code	284-190403	**ECTS**	*5*
Semester	*Winter semester*		
Content	Upon completion of the course, students will be familiar with the relevant jargon of library science and will have a better understanding of the grammar and syntax of the English language. Students will work with texts in English (accompanied by exercises) on the following topics: - History of libraries from antiquity to the present day - Types of libraries - Archives - New roles of libraries and the impact of technology		

Course title	*English Terminology II*		
Code	284-190504	**ECTS**	*5*
Semester	*Spring semester*		

Content	Upon completion of the course, students will be familiar with the relevant jargon of library science and will have a better understanding of the grammar and syntax of the English language. Students will work with texts in English (accompanied by exercises) on the following topics:
	- Public libraries: operation, management, objectives
	- Academic libraries: operation, management, objectives
	- National libraries: role, sections, acquisition of material
	- National Library of Greece: history, organisation, collections, services
	- Cataloguing and related terminology. Cataloguing rules
	- Writing a book review
	-Glossary of library and archival science

Course title	Library, archives, cultural organizations and society		
Code	284-190101	ECTS	*5*
Semester	*Winter semester*		
Content	The course consists of the following teaching units: Introduction to Library/Information Science, Archives and Museology. The characteristics of the Information Scientist/Librarian profession and Archivist. Ethics and Behavioral Code. Professional associations/organizations, National and international scientific associations. Principles and types of libraries. National Libraries, Public Libraries, Prison Libraries, School Libraries, Academic Libraries, Special Libraries.		

Course title	*Management of libraries, archives & cultural organizations*		
Code	284-190601	ECTS	*5*
Semester	*Winter semester*		

Content	MANAGEMENT AND LEADERSHIP • Concept, definition, purposes, content of business administration and cultural organizations • Historical development of management science and practice • Management and productivity • Business Operations, Business Environment • Corporate Social Responsibility • Legal issues • Design, Organization, Human Resources • TQM • Time Management • Staff training and motivation • Leadership and Strategies • Strategic Planning • Management: Motivation, Leadership, Communication, Team Management • Audit: General about audit, Audit process, Methods control, Financial control • Business plan

Course title	*Research Methods and Statistics*		
Code	284-190502	**ECTS**	*5*
Semester	*Winter semester*		
Content	The aim of the course is to familiarize students with the various methods of scientific research (quantitative and qualitative), the process of conducting scientific research and the basic principles of descriptive statistics. Topics covered: - Scientific research and types of research - Qualitative-Quantitative research - Writing & Publishing research papers - Literature review - Practical design issues - Data Collection Methods - Sampling - Basic Statistical Concepts / Measurement Scales-Variables - Coding, Organisation & Presentation of Data - Central tendency and variance indicators - Correlations between variables - X2 test - Familiarity with the SPSS statistical package		

Course title	Scholarly Communication and Publishing		
Code	284-190304	ECTS	6
Semester	Winter semester		
Content	Scientific communication: history and current trends. Knowledge production in the various scientific fields. Quality of scientific information. Peer review: advantages and disadvantages. Open access and its impact on scientific communication and publication. Research data, open data and access policies. Copyright, Creative Commons and intellectual property. Indicators for measuring scientific impact (bibliometrics, altmetrics). Ethical issues (e.g. inclusion/exclusion in knowledge production and sharing). The role of information scientists and libraries in scientific communication and publication.		

Course title	Subject Indexing		
Code	284-190505	ECTS	6
Semester	Winter semester		
Content	Subject indexing: origin and development. Conceptual analysis of documents. The concept of controlled vocabulary. Pre-coordinated and post-coordinated indexing. Basic principles of subject headings. Construction and assignment of subject headings for library materials using Library of Congress Subject Headings (LCSH). National Library of Greece Subject Authorities. MARC authority records for subjects. Use of Classification Web.		

Course title	Web Applications and Content Management Systems		
Code	284-190802	ECTS	5
Semester	Winter semester		

Content	Contemporary web platforms, description, access and use procedures, e-commerce applications, map and video services, content management systems (WordPress, Joomla!, Drupal), history, evolution, and current status of these systems, demonstration of basic development functions, editing and content maintenance, pages, articles, page and article revisions, menu management, users, roles and access rights, authorship and content control, data types, plugins, themes, configuration of themes using additional CSS directives, settings, configurations, and customization of modules and structure. Practice on selected content management systems:
	• Pages and revisions
	• Published pages, page protection, draft pages
	• Media library (documents, images)
	• Embedding from third-party services and systems (maps, videos)
	• What you see is what you get editors (WYSIWYG)
	• Menus
	• Users and user roles
	• Use themes and further configuration using additional CSS directives
	• Configurations: general, read, write
	• Set and customize home page
	• Creation of a complete website

Course title	Web Technologies		
Code	284-190702	ECTS	5
Semester	Winter semester		
Content	World Wide Web, addresses on the World Wide Web, the World Wide Web Consortium, domain names, address segments, hypertext parameters and sections, Internet protocols, and the client-server model. The HTML language: basic tags, use of images and examples with images, use of tables and examples with tables, advanced use of tags and examples, document structure: headers, titles, menus, body content, paragraphs, footers. CSS style sheets: embedded styles, internal styles, external style sheets, styling using global styling rules and the Document Object Model, styling using classes (class) and identifiers (id). Use of ready-made libraries for web development (e.g., Bootstrap). Create a complete website.		

Spring Semester

Course title	*Academic Essay Writing*		
Code	284-190105	**ECTS**	*5*
Semester	*Spring semester*		
Content	The aim of the course is to familiarize students with scientific research and academic writing through the preparations of an academic essay. s Topics covered: Introduction to scientific research. Selection and definition of a topic. Types of scientific essays. Bibliographic research. Selection and evaluation of sources. Acquaintance with existing bibliographic citation styles in the social sciences (MLA, APA, HARVARD). Writing a scientific paper (style text, language use, vocabulary, technical elements, sections of a scientific paper, authors' presentation). Form of scientific essay (technical specifications, text size, text pagination). Structure of the scientific essay (cover, abstract, contents, list of abbreviations, list of figures and images, list of tables, main text, bibliography, appendix). Final presentation of a scientific essay (preparation of a presentation, technical details)		

Course title	Advanced Cataloguing		
Code	284-190704	**ECTS**	*5*
Semester	*Spring semester*		
Content	A brief history of cataloguing – development of rules and standards. FRBR/IFLA LRM conceptual models. Introduction to linked data. Introduction to RDA-basic differences from AACR2. RDA Toolkit. Describing works, expressions, manifestations and agents.		

Course title	*Database Systems*		
Code	284-190506	**ECTS**	*6*
Semester	*Spring semester*		

Content	Introduction to the fundamentals of data modeling and database system design, database architecture and models, database management systems (DBMS), comparison of DBMS with traditional file organization, issues of organization and methodology in applying database technology, NoSQL and relational databases, familiarity with processing in a relational DBMS, basic knowledge of relational algebra, entity-relationship (ER) diagram methodology, and designing a normalized relational database schema, Structured Query Language (SQL), study, design, and implementation of indicative applications. Practice on topics related to: • Fields and data types • Tables, keys, and table design • Primary keys, foreign keys, and referential integrity • Relationships between database tables and the entity-relationship (ER) diagram • Queries and information retrieval processes • Basic SQL commands • Query design and types of queries • Data entry and forms • Reports

Course title	*Digital libraries, digital archives & repositories*		
Code	284-190801	**ECTS**	*5*
Semester	*Spring semester*		
Content	The Digital Libraries, Digital Archives and Repositories course is divided into the following topics: Digital Libraries, Digital Archives and Digital Collections: definition, terminology related to Digital libraries and Digital Archives. Basic principles of design, development, implementation and management of a Digital Library/Archive. Digital libraries software (e.g., DSpace, EPrints,Omeka, Fedora Commons, Greenstone). Repositories: Definitions and basic terminology, architecture of a Repository, use of the corresponding tools. Data Repositories: development, management and enrichment. Standards and good practices. Digital Data Management: management of various types (e.g. research data) and formats (e.g. photos, audio, multimedia) of data.		

Course title	*Management of collections, information & research data*		
Code	284-190402	**ECTS**	*6*
Semester	*Spring semester*		

Content	The course consists of the following teaching units: Definitions, methodologies and the environment for development, management, organization of collections#, information, and research data. Collection management: objectives, functions, selection of material (print, digital, etc.), policies for collection development, procedures, forms, material selection criteria. Donations and donation policies. Management of digital sources of information, means of using digital sources, development policies of collection, examples from the Greek and international environment. Withdrawal of material, Withdrawal Policies, Criteria, Methods. Material Preservation, Methodology.