Concentration
Archival Studies – Diploma [UAS]

The University of Applied Sciences in Potsdam, as the only university in Germany, offers a programme of study that leads to a diploma as “archivist”.

Potential working fields:
The profession encompasses a lot of interesting working fields: from the acquisition of different materials (documents, photographs...) to the production of material for exhibitions.
Newer working fields are the digitising, the application of database technologies, data migration and presentation of archival documents on the www. New vocational chances can be found in business-, media- and private archives.

Courses:
- general history
- introduction to the basic sciences
- archival science
- archive management and kinds of archives
- electronic records management
- indexing methods
- e-government...

Concentration – Librarianship – Diploma [UAS]

Potential working fields:
Libraries today offer more and more services tailored to the needs of their users. In addition to the work with traditional media like books, magazines and audiovisual material, it is important to identify and to disseminate digital information in databases and on the internet.

New working fields arise from virtual libraries, from the management of digital publications, the indexing of digital sources and the semantic web.

Librarians should be information specialists who can handle new information technologies and are able to develop innovative information services.

Courses:
- formal description and content indexing of conventional as well as digital documents
- the basics of economy and administration
- management of information
- database technology
- information retrieval
- digital rights management...

Concentration – Information Service and Management – Diploma [UAS]

Potential working fields:
The working field of information specialists develops along with progressions in information technology. This implies more than the retrieval of documents. In order to enhance the value of documents for individual usage, information specialists need to deal with ever changing technologies. Graduates from “Information Service and Management” nowadays work in areas such as virtual services, document engineering, content and knowledge management, e-publishing, project management and in the area of intranet solutions.

These skills and qualifications are essential for production firms and database producers but also in management consultancy firms/IT business.

Courses:
- database and Internet technologies
- operational flow of information
- thesaurus and classifications
- specialized information
- intelligent systems
- information retrieval
- information architecture...
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- Librarianship
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