Program Planning Guide

Library & Information Technology, Diploma (D55310)

Program Length: 2 Semesters
Program Sites: Major core courses offered through Distance Education. General Education and electives offered through a combination of traditional classroom instruction and Distance Education.
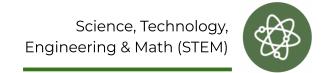**Career Pathway Options**: Associate in Applied Science Degree in Library & Information Technology; Diploma in Library and Information Technology

Suggested Course Schedule		Class	Lab	Work	Credits	Notes:
1st Semester (fall)						
CIS 110	Introduction to Computers	2	2	0	3	
LIB 110	Introduction to Libraries	3	0	0	3	
LIB 111	Library Information Resources & Serv.	2	2	0	3	
LIB 113	Library Cataloging & Classifications	2	2	0	3	
ACA 122	College Transfer Success	0	2	0	1	
WEB 214	Social Media	2	2	0	3	
Take one:						
LIB 212	Library Services/Spec Needs	3	0	0	3	
LIB 214	Library Services/Children	3	0	0	3	
	Total Semester Hours	**14**	**10**	**0**	**19**	
2nd Semester (spring)						
ENG 111	Writing & Inquiry	3	0	0	3	
LIB 112	Library Collection Dev. & Acquisition	2	2	0	3	
LIB 114	Library Public Service Operation	2	2	0	3	
WEB 110	Internet/Web Fundamentals	2	2	0	3	
DBA 110	Database Concepts	2	3	0	3	
WBL 111	Work-based Learning	0	10	0	1	
Social/Behavioral Science Elective		3	0	0	3	
	Total Semester Hours	**14**	**19**	**0**	**19**	
Total Semester Credits Required for Graduation: 38						

Program Planning Guide
D55310, Library & Information Tech. Diploma
Page 2

Science, Technology,
Engineering & Math (STEM)

Course Descriptions

ACA 122   College Transfer Success
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.

CIS 110   Introduction to Computers
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

DBA 110   Database Concepts
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

ENG 111   Writing and Inquiry
Prerequisites: Take one set: RED 090 and ENG 090, ENG 095, DRE 098, or appropriate placement test scores.
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition.

LIB 110   Introduction to Libraries
This course includes the history and future of libraries, a survey of library types, and an overview of library organization, services, and community relationships. Emphasis is placed on societal roles of the library, literary and intellectual freedom, comparisons and contrasts of library types, and the roles of professional organizations. Upon completion, students should be able to discuss literacy and intellectual freedom, describe library organization, and compare types of libraries, their materials, and services.

LIB 111   Lib. Info. Resources/Svcs
This course provides introductory skills for selecting and using general and specialized information resources in print and electronic formats and related copyright issues. Emphasis is placed on selection tools, print and electronic censorship, core collection materials in various disciplines, compiling bibliographies, and interpreting and referring reference questions. Upon completion, students should be able to use numerous resources to answer directional and factual questions and to decide when to refer difficult reference questions.

LIB 112   Library Coll. Dev./Acq
This course covers library collection development and acquisitions policies and procedures. Emphasis is placed on evaluating mission statements, needs assessment studies, purchasing materials using selection criteria and tools, and related collection development and acquisitions activities. Upon completion, students should be able to evaluate mission statements, conduct needs assessments using selected criteria, and complete related collection development and acquisitions activities.

LIB 113   Lib. Cataloging & Classification
This course covers standards and procedures for copy cataloging and types of classification systems. Emphasis is placed on selecting bibliographic records, maintaining and using authority records, and the importance of the catalog to the library mission. Upon completion, students should be able to select the appropriate MARC record, search OCLC, and demonstrate an understanding of authority files.

LIB 114   Lib. Public Serv. Oper.
This course covers effective library orientations, effective patron service, automated circulation systems, statistics and reports, reserves, and security. Emphasis is placed on public relations, problem solving, communication skills, circulation systems and policies, interlibrary loan procedures, shelving, and display options. Upon completion, students should be able to deal with diverse patrons, conduct library orientations, compile reports from statistical data, initiate interlibrary loans, and prepare displays.

LIB 212   Lib. Services/Spec. Needs
This course covers basic information for serving library users with special needs. Emphasis is placed on ADA guidelines, the location and use of appropriate resources, and accessibility options. Upon completion, students should be able to access appropriate information about ADA guidelines, locate and use appropriate resources, and be aware of accessibility options.

Program Planning Guide
D55310, Library & Information Tech. Diploma
Page 3

Science, Technology,
Engineering & Math (STEM)

LIB 214   Lib. Services/Children
This course covers the location, evaluation, acquisition, and presentation of children's materials in libraries. Emphasis is placed on locating, evaluating, acquiring, and presenting children's literature, video and audio materials, and web sites through programs, displays, talks, and instruction. Upon completion, students should be able to locate, evaluate, acquire, and present a wide range of children's materials to library users.

WBL 111   Work-Based Learning I
Local Prerequisite: Approval of Instructor or Department Chairperson
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WEB 110   Web Development Fundamentals
This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, responsive design, file transfer, deployment, accessibility, and other related W3C topics. Upon completion, students should be able to deploy a hand-coded website created using the HyperText Markup Language (HTML) and Cascading Style Sheet (CSS).

WEB 214   Social Media
This course introduces students to social media for organizations. Topics include social media, marketing strategy, brand presence, blogging, social media analytics and technical writing. Upon completion, students should be able to utilize popular social media platforms as part of a marketing strategy, and work with social media analytics tools.