

## Program Planning Guide

### Library Information Technology, Diploma (D55310)

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology

Program Sites: Major Core Courses only offered through Distance Education. General Education and Electives are offered through a combination of traditional classroom instruction and Distance Education.

| Suggested Course Schedule:            | HOURS                               |     |        | Notes |  |
|---------------------------------------|-------------------------------------|-----|--------|-------|--|
|                                       | Class                               | Lab | Credit |       |  |
| <b>1st Semester (Fall)</b>            |                                     |     |        |       |  |
| ACA                                   | Student Success Course              |     |        | 1     |  |
| CIS 110                               | Introduction to Computers           | 2   | 2      | 3     |  |
| LIB 110                               | Introduction to Libraries           | 3   | 0      | 3     |  |
| LIB 111                               | Lib Info Resources & Services       | 2   | 2      | 3     |  |
| LIB 113                               | Library Cataloging & Classification | 2   | 2      | 3     |  |
| WEB 214                               | Social Media                        | 2   | 2      | 3     |  |
| Take one:                             |                                     |     |        |       |  |
| LIB 212                               | Library Services/Spec Needs         | 3   | 0      | 3     |  |
| LIB 214                               | Library Services/Children           | 3   | 0      | 3     |  |
| <i>Total Semester Hours Required:</i> |                                     |     |        | 19    |  |

#### 2nd Semester (Spring)

|                                       |                                    |   |    |    |  |
|---------------------------------------|------------------------------------|---|----|----|--|
| Social/Behavioral Science Elective    |                                    | 3 | 0  | 3  |  |
| DBA 110                               | Database Concepts                  | 2 | 3  | 3  |  |
| ENG 111                               | Writing & Inquiry                  | 3 | 0  | 3  |  |
| LIB 112                               | Library Collection Dev/Acquisition | 2 | 2  | 3  |  |
| LIB 114                               | Library Public Service Operation   | 2 | 2  | 3  |  |
| WBL 110                               | Work Based Learning I              | 0 | 10 | 1  |  |
| WEB 110                               | Internet/Web Fundamentals          | 2 | 2  | 3  |  |
| <i>Total Semester Hours Required:</i> |                                    |   |    | 19 |  |

Total Semester Hours Credit Required for Graduation: 38

#### Course Descriptions:

**ACA 111 College Student Success 1-0-1**  
 This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

**ACA 115 Success and Study Skills 0-2-1**  
 This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

**ACA 118 College Study Skills 1-2-2**  
 This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

**ACA 122 College Transfer Success 1-0-1**  
 This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college 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. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

|   |                                  |              |   |   |               |
|---|----------------------------------|--------------|---|---|---------------|
| <b>CIS 110</b>  | <b>Introduction to Computers</b> | <b>2-2-3</b> | <b>LIB 113</b>  | <b>Lib. Cataloging &amp; Classification</b> | <b>2-2-3</b>  |
| <p>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.</p>   |                                  |              | <p>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.</p>   |   |               |
| <b>DBA 110</b>  | <b>Database Concepts</b>         | <b>2-3-3</b> | <b>LIB 114</b>  | <b>Lib. Public Serv. Oper.</b>              | <b>2-2-3</b>  |
| <p>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.</p>  |                                  |              | <p>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.</p> |   |               |
| <b>ENG 111</b>  | <b>Writing and Inquiry</b>       | <b>3-0-3</b> | <b>LIB 212</b>  | <b>Lib. Services/Spec. Needs</b>            | <b>3-0-3</b>  |
| <p><i>Prerequisites: Take one set: RED 090 and ENG 090, ENG 095, DRE 098, or appropriate placement test scores.</i><br/>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.</p> |                                  |              | <p>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.</p>   |   |               |
| <b>LIB 110</b>  | <b>Introduction to Libraries</b> | <b>3-0-3</b> | <b>LIB 214</b>  | <b>Lib. Services/Children</b>               | <b>3-0-3</b>  |
| <p>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.</p>   |                                  |              | <p>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.</p>   |   |               |
| <b>LIB 111</b>  | <b>Lib. Info. Resources/Svcs</b> | <b>2-2-3</b> | <b>WBL 111</b>  | <b>Work-Based Learning I</b>                | <b>0-10-1</b> |
| <p>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.</p>   |                                  |              | <p><i>Local Prerequisite: Approval of Instructor or Department Chairperson</i><br/>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.</p>   |   |               |
| <b>LIB 112</b>  | <b>Library Coll. Dev./Acq.</b>   | <b>2-2-3</b> | <b>WEB 110</b>  | <b>Internet/Web Fundamentals</b>            | <b>2-2-3</b>  |
| <p>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.</p>   |                                  |              | <p>This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.</p>  |   |               |
|   |                                  |              | <b>WEB 214</b>  | <b>Social Media</b>                         | <b>2-2-3</b>  |
|   |                                  |              | <p>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.</p>  |   |               |