



**Library and Information Technology  
 Credential: Diploma in Library and  
 Information Technology  
 D5531000**

The Diploma in Library and Information Technology curriculum is designed to prepare graduates for employment with organizations that use technology to process, manage, and communicate information. Students will complete courses designed to develop proficiency in the use of electronic resources for records management, information resources and services, acquisition and collection management, cataloging and classifying, and public service.

All credits earned in this diploma program will transfer into the Associate in Applied Science Degree in Library and Information Technology provided the student meets the higher entrance standards.

Program Length: 3 semesters

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

Program Sites: This program is offered through Distance Education and/or a combination of traditional classroom instruction and distance education.

**Course Requirements for the Library and Information Technology Diploma**

A. General Education Courses (7 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
	*Social/Behavioral Science Elective	3-0-3

\*Students may select any approved social/behavioral science.

B. Required Major Core Courses (22 SHC)		
CIS 110	Introduction to Computers	2-2-3
WEB 110	Internet/Web Fundamentals	2-2-3
COE 111	Co-op Work Experience I	0-10-1
LIB 110	Introduction to Libraries	3-0-3
LIB 111	Library Information Resources and Serv.	2-2-3
LIB 112	Library Collection Devel. and Acquisition	2-2-3
LIB 113	Library Cataloging and Classification	2-2-3
LIB 114	Library Public Service Operation	2-2-3

**C. Other Major Hours Required (7 SHC)**

Choose one of the following:

LIB 214	Library Services/Children, or	3-0-3
LIB 212	Library Services/Special Needs	3-0-3
NET 115	Telecommunication Fundamentals	1-2-2
OST 184	Records Management	1-2-2

Total Hours Required for Diploma: 36

**Semester Curriculum for Library and Information Technology Diploma**

1st Semester (Fall)		C-L-SHC
CIS 110	Introduction to Computers	2-2-3
LIB 110	Introduction to Libraries	3-0-3

LIB 111	Library Information Resources and Serv.	2-2-3
LIB 113	Library Cataloging and Classification	2-2-3
LIB 212	Library Services for Special Needs	3-0-3
	OR	
LIB 214	Library Services for Children	3-0-3
OST 184	Records Management	<u>1-2-2</u>
		16-8-17

2nd Semester (Spring)		
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
LIB 112	Library Collection Devel. and Acquisition	2-2-3
LIB 114	Library Public Service Operation	2-2-3
	*Social/Behavioral Science Elective	3-0-3
NET 115	Telecommunication Fundamentals	1-2-2
WEB 110	Internet/Web Fundamentals	<u>2-2-3</u>
		13-10-18

3rd Semester (Summer)		
COE 111	Co-op Work Experience I	0-10-1

\*Students may select any approved social/behavioral science.

Total Semester Hours Credit: 36

**COURSE DESCRIPTIONS**

**CIS 110 Introduction to Computers 2-2-3**

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).*

**COE 111 Co-op Work Experience I 0-10-1**

Prerequisite: Approval of Instructor or Department Chairperson  
 This course provides work 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.

**ENG 111 Expository Writing 3-0-3**

Prerequisites: RED 090 and ENG 090 or appropriate placement test scores

Corequisites: ENG 111A

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

**ENG 111A Expository Writing Lab 0-2-1**

Prerequisites: RED 090 and ENG 090 or appropriate placement test scores

Corequisites: ENG 111

This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students

should be able to apply those skills in the production of final drafts in ENG 111. The computer is used as a writing and design tool for this course.

**LIB 110 Introduction to Libraries** 3-0-3

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** 2-2-3

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.** 2-2-3

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 and Class.** 2-2-3

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.** 2-2-3

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** 3-0-3

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.

**LIB 214 Lib. Services/Children** 3-0-3

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.

**NET 115 Telecommunication Fundamentals** 1-2-2

*Prerequisites: CIS 110 or CIS 111*

This course covers the fundamentals of the electronic transfer of information for those who have not received credit for NET 110.

Topics include terminal emulation software usage, file transfer methods, PC-based fax/modem/voice-mail operations, accessing and navigating the Internet, and bulletin boards. Upon completion, students should be able to access and use on-line services and the Internet, send and receive e-mail, and perform other basic telecommunication operations.

**NOS 111 Operating System - DOS** 2-2-3

This course introduces operating system concepts for DOS operating systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating system functions at the support level in a DOS environment.

**OST 184 Records Management** 1-2-2

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

**WEB 110 Internet/Web Fundamentals** 2-2-3

This course introduces basic markup language, various navigational tools and services of the Internet. Topics include creating web pages, using Internet protocols, search engines, file compression/decompression, FTP, E-mail, listservers, and other related topics. Upon completion, students should be able to deploy a web-site created with basic markup language, retrieve/decompress files, e-mail, FTP, and utilize other Internet tools.