



**Library and Information Technology
 Credential: Associate in Applied Science Degree
 in Library and Information Technology
 A55310**

The Library and Information Technology curriculum is designed to prepare graduates for employment with organizations that use technology to process, manage, and communicate information. The objective is the development of generalists and specialists in the management of electronic library resources.

Students will complete courses designed to develop proficiency in the use of electronic resources for information retrieval, inventory control, information cataloging and classification, program development and promotion, circulation systems, audiovisual operations, hardware/software use and maintenance, problem solving, and telecommunications.

Graduates should qualify for employment in a variety of positions in library, media, learning resources, information, or instructional materials centers or in any other organization engaged in library-related activities.

Program Length: 5 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 Library and Information Technology Degree

A. General Education Courses (16 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 114	Professional Research and Reporting	3-0-3
	Humanities/Fine Arts Elective	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
	Social/Behavioral Science Elective	3-0-3

B. Required Major Core Courses (27 SHC)		
CIS 110	Introduction to Computers	2-2-3
LIB 110	Introduction to Libraries	3-0-3
LIB 111	Library Information Resources and Services	2-2-3
LIB 112	Library Collection Development and Acquisition	2-2-3
LIB 113	Library Cataloging and Classification	2-2-3
LIB 114	Library Public Service Operation	2-2-3
LIB 210	Electronic Library Databases	2-2-3
LIB 211	Library Program Development	3-0-3
WEB 110	Internet/Web Fundamentals	2-2-3

C. Other Major Hours Required (25 SHC)		
CTS 130	Spreadsheet	2-2-3
CTS 135	Integrated Software Introduction	2-4-4

DBA 110	Database Concepts	2-3-3
NOS 111	Operating System – DOS	2-2-3
NET 115	Telecommunication Fundamentals	1-2-2
OST 184	Records Management	2-2-3
	Library Elective	3-0-3
	Major Elective	3/4-0-3/4

Library Elective (3 SHC)		
LIB 212	Library Services/Special Needs	3-0-3
LIB 214	Library Services for Children	3-0-3

Major Elective Course Listing (Select 3 SHC)		
ACC 120	Principles of Financial Accounting	3-2-4
BUS 137	Principles of Management	3-0-3
BUS 151	People Skills	3-0-3
COE 111	Co-op Work Experience I	0-10-1
COM 110	Introduction to Communication	3-0-3
EDU 131	Child, Family and Community	3-0-3
LIB 212	Library Services/Special Needs	3-0-3
LIB 213	Cataloging Non-print Materials	2-2-3
LIB 214	Library Services for Children	3-0-3
MKT 120	Principles of Marketing	3-0-3

Total Semester Hours Credit: 67

Semester Curriculum for Library and Information Technology Degree

1st Semester (Fall)		C-L-SHC
CIS 110	Introduction to Computers	2-2-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
LIB 110	Introduction to Libraries	3-0-3
LIB 111	Library Information Resources and Services	2-2-3
LIB 113	Library Cataloging and Classification	<u>2-2-3</u>
		12-8-16

2nd Semester (Spring)		
LIB 112	Library Collection Development and Acquisition	2-2-3
LIB 114	Library Public Service Operation	2-2-3
	Major Elective	3-0-3
	Social/Behavioral Science Elective	3-0-3
WEB 110	Internet/Web Fundamentals	<u>2-2-3</u>
		12-6-15

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

4th Semester Fall		
CTS 135	Integrated Software Introduction	2-4-4
DBA 110	Database Concepts	2-3-3
NOS 111	Operating System – DOS	2-2-3
LIB 211	Library Program Development	3-0-3
LIB 214	Library Services for Children	3-0-3
*MAT 140	Survey of Mathematics	<u>3-0-3</u>
		15-9-19

5th Semester Spring		
CTS 130	Spreadsheet	2-2-3
ENG 114	Professional Research and Reporting	3-0-3
LIB 210	Electronic Library Databases	2-2-3
NET 115	Telecommunication Fundamentals	1-2-2
OST 184	Records Management	2-2-3
	Humanities/Fine Arts Elective	<u>3-0-3</u>
		13-8-17

* Students may substitute MAT 115 (nontransferable).

Total Semester Hours Credit (SHC): 67

COURSE DESCRIPTIONS

ACC 120 Prin. of Financial Acct 3-2-4

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BUS 137 Principles of Management 3-0-3

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 151 People Skills 3-0-3

This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

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.

COM 110 Introduction to Communication 3-0-3

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved to satisfy the comprehensive articulation agreement general education core requirement in humanities/fine arts.*

CTS 130 Spreadsheet 2-2-3

Prerequisites: CIS 110 or CIS 111 or OST 137

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 135 Integrated Software Intro 2-4-4

Prerequisites: CIS 110 or CIS 111

This course instructs students in the Windows or Linux based program suites for word processing, spreadsheet, database, personal information manager, and presentation software. This course prepares students for introductory level skills in database, spreadsheet, personal information manager, word processing, and presentation applications to utilize data sharing. Upon completion, students should be able to design and integrate data at an introductory level to produce documents using multiple technologies.

DBA 110 Database Concepts 2-3-3

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.

EDU 131 Child, Family, and Commun 3-0-3

This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

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.

- ENG 114 Prof. Research and Reporting** 3-0-3
Prerequisites: ENG 111
 This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. The computer is used as a writing and design tool for this course. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*
- 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 210 Electronic Lib. Databases** 2-2-3
Prerequisites: LIB 111 and WEB 110
 This course covers developing search strategies for using electronic resources in the humanities, social and behavioral sciences, physical and life sciences, and health-related fields. Emphasis is placed on the reference interview, teaching Boolean logic and other search strategies, retrieving and evaluating information, and citing it in APA/MLA style. Upon completion, students should be able to describe methods of information retrieval, use search strategies to teach basic research using databases, and cite resources appropriately.
- LIB 211 Library Program Develop.** 3-0-3
Prerequisites: LIB 114
 This course covers the purposes of library programs and various methods used for program design, promotion, and delivery. Topics include serving special populations, through such activities as storytelling, bookmobiles, puppets, book clubs, book reviews, reading aloud, workshops, and special collections. Upon completion, students should be able to promote special collections, prepare library programs, and demonstrate an understanding of the relationship between audience and program.
- 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 213 Cataloging Nonprint Mat.** 2-2-3
Prerequisites: LIB 113
 This course continues the study and application of information cataloging practices. Emphasis is placed on cataloging information resources, updating bibliographic materials in databases, an overview of Dublin Core, and nonprint materials cataloging practices. Upon completion, students should be able to catalog nonprint and electronic resources.
- 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.
- MAT 140 Survey of Mathematics** 3-0-3
Prerequisites: MAT 070, MAT 080, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 or appropriate placement test scores
 This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MKT 120 Principles of Marketing 3-0-3

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

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 2-2-3

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.