Program Planning Guide

Library & Information Technology, Associate in Applied Science Degree (A55310)

Program Length: 4 semesters
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.
Career Pathway Options: Associate in Applied Science Degree 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	
ENG 111	Writing and Inquiry	3	0	0	3	
LIB 110	Introduction to Libraries	3	0	0	3	
LIB 111	Library Info. Resources & Serv	2	2	0	3	
LIB 113	Library Cataloging & Classifications	2	2	0	3	1st 8-week
LIB 213	Cataloging Non Print Mat. (elective)	2	2	0	3	2nd 8-week
ACA 122	College Transfer Success	0	2	0	1	
	Total Semester Hours	**12/14**	**6/8**	**0**	**16/19**	
2nd Semester (spring)						
CTS 135	Integrated Software	2	4	0	4	
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	
Major Elective					3	
	Total Semester Hours				**16**	
3rd Semester (fall)						
CTS 130	Spreadsheet	2	2	0	3	
DBA 110	Database Concepts	2	3	0	3	
LIB 211	Library Program Development	3	0	0	3	
LIB 214	Library Services for Children	3	0	0	3	

Effective Term:

WEB 214	Social Media	3	0	0	3	
Major Elective					3	
	Total Semester Hours				**18**	
4th Semester (spring)						
ENG 114	Professional Research & Reporting	3	0	0	3	
LIB 210	Electronic Library Databases	2	2	0	3	
WBL 111	Work-based Learning	0	0	10	1	
Humanities/Fine Arts Electives		3	0	0	3	
Social/Behavioral Science		3	0	0	3	
Mathematics, take one:					3	
MAT 110	Math Measurement & Literacy	2	2	0		
MAT 143	Quantitative Literacy	2	2	0		
	Total Semester Hours				**16**	
Total Semester Credits Required for Graduation:					**66**	

ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 137	Principles of Management	3	0	0	3
BUS 151	People Skills	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
COM 110	Intro to Communications	3	0	0	3
EDU 131	Child, Family, & Community	3	0	0	3
LIB 212	Library Services/SPE Needs	3	0	0	3
LIB 213	Cataloging Non Print Materials	2	2	0	3
LIB 214	Library Services/Children	3	0	0	3
LIB 215	Library Management	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
MKT 223	Customer Service	3	0	0	3

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. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

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 general education course in Mathematics.

CTS 130   Spreadsheet
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 Introduction
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
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
Corequisite ENG 045
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 universal general education transfer component (UGETC) course in English Composition.

ENG 114   Professional Research and Reporting
Prerequisite: 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. 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 210   Electronic Lib. Databases
Prerequisite: 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
This course covers the purpose of library programs and various methods used for program design, promotion, delivery, and evaluation. Topics include serving library communities through appropriate program activities such as storytelling, puppet shows, book clubs, lectures, reading aloud, workshops, special collections, and outreach. Upon completion, students should be able to prepare, promote, deliver, and evaluate appropriate library programs.

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.

LIB 213   Cataloging Non Print Mat.
Prerequisite: 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
non-print materials cataloging practices. Upon completion, students should be able to catalog nonprint and electronic resources.

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.

LIB 215   Library Management
This course covers basic management duties specific to the field of Library and Information Science. Topics include supervisory skills, delegation, time management, conflict resolution, training and coaching others, communication techniques, organizational theory, leadership and decision making in the library setting. Upon completion, students should be able to demonstrate knowledge of successful library operations, including key management concepts and strategies.

MAT 110   Math Measurement & Literacy
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 121   Algebra/Trigonometry I
Corequisites: MAT-045A
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

WEB 110   Web Development Fundamentals
This course introduces World Wide Web Consortium (W3C) standard markup language. 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) standards.

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.