CENTRAL CAROLINA COMMUNITY COLLEGE

Science, Technology, Engineering & Math (STEM)

Program Planning Guide

Library Public Services Certificate (C55310P0)

Program Length: 3 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; Diploma in Library and Information Technology; Certificate in Library Public Services

Suggested Course Schedule		Class	Lab	Work	Credits	Notes:
1st Semester (spring)						
LIB 114	Library Public Service Operation	2	2	0	3	
WEB 110	Internet/Web Fundamentals	2	2	0	3	
	Total Semester Hours	4	4	0	**6**	
2nd Semester (fall)						
LIB 111	Library Info. Resources & Serv	2	2	0	3	
	Total Semester Hours	**2**	**2**	**0**	**3**	
3rd Semester (spring)						
LIB 210	Electronic Library Databases	2	2	0	3	
	Total Semester Hours	**2**	**2**	**0**	**3**	
Total Semester Credits Required for Graduation:		8	8	0	**12**	

Effective Term: 2024FA



Course Descriptions

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 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.

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.