

# Central Carolina Community College

## Sanford, North Carolina

### Public Service Technologies

#### Library and Information Technology

**Credential: Associate in Applied Science Degree in Library and Information Technology A5531000**

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.

For General Admission Standards, please refer to the CCCC Catalog on the college Web site, <http://www.cccc.edu/>.

**Entrance Standards: See General Admission Standards on page 7 (Gen. Info section).**

**Academic Standards: See General Academic Standards on page 18 (Gen. Info section).**

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	Prof Research & Reporting	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
	**Humanities Elective	3-0-3
	***Social/Behavioral Science Elective	3-0-3

\* Students may substitute MAT 115 (nontransferable).

\*\* Students may substitute any approved humanities course.

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

B. Required Major Core Courses (28 SHC)

CIS 110	Intro 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	Intro to Libraries	3-0-3
LIB 111	Library Info. Resources/Services	2-2-3
LIB 112	Library Collection Development./Acquisition	2-2-3
LIB 113	Library Cataloging & Classification	2-2-3
LIB 114	Library Public Service Operation	2-2-3
LIB 210	Electronic Lib. Databases	2-2-3
LIB 211	Library Program Develop.	3-0-3

C. Other Major Hours Required (23/24 SHC)

CTS 130	Spreadsheet	2-2-3
CTS 135	Integrated Software Intro	2-4-4
DBA 110	Database Concepts	2-3-3
NOS 111	Operating System – DOS	2-2-3
NET 115	Telecom Fundamentals	1-2-2
LIB 214	Library Services/Children	3-0-3
OST 184	Records Management	1-2-2
	Major Elective	3/4-0-3/4

Elective Course Listing (Select 3-4 SHC)

ACC 120	Prin of Financial Acct	3-2-4
BUS 137	Principles of Management	3-0-3
BUS 151	People Skills	3-0-3
COM 110	Intro to Communications	3-0-3
EDU 131	Child, Family & Community	3-0-3
LIB 212	Library Services/Special Needs	3-0-3
LIB 213	Cataloging Non-print Mat.	2-2-3
MKT 120	Principles of Marketing	3-0-3

Total Semester Hours Credit: 67/68

Semester Curriculum for Library and Information Technology Degree

1st Semester (Fall)		C-L-SHC
CIS 110	Intro to Computers	2-2-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
LIB 110	Intro to Libraries	3-0-3
LIB 111	Library Info. Resources/Services	2-2-3
LIB 113	Library Cataloging & Class.	<u>2-2-3</u>
		12-8-16
2nd Semester (Spring)		
WEB 110	Internet/Web Fundamentals	2-2-3
LIB 112	Library Collection Development/Acquisition	2-2-3
LIB 114	Library Public Service Operation	2-2-3
	Major Elective	3 /4-0-3/4
	***Social/Behavioral Science Elective	<u>3-0-3</u>
		12/13-6-15/16

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

Students may exit with a diploma.

4th Semester Fall		
CTS 135	Integrated Software Intro	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/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	Prof Research & Reporting	3-0-3
LIB 210	Electronic Library Databases	2-2-3
NET 115	Telecom Fundamentals	1-2-2
OST 184	Records Management	1-2-2
	**Humanities Elective	<u>3-0-3</u>
		12-8-16

- \* Students may substitute MAT 115 (nontransferable).
- \*\* Students may substitute any approved humanities course.
- \*\*\*Students may substitute any approved social/behavioral science.

Total Semester Hours Credit (SHC): 67/68

**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.

For General Admission Standards, please refer to the CCCC Catalog on the college Web site, <http://www.cccc.edu/>.

Entrance Standards: See General Admission Standards on page 7 (Gen. Info section).  
 Academic Standards: See General Academic Standards on page 18 (Gen. Info section).

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 substitute 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	Intro to Libraries	3-0-3
LIB 111	Library Info. Resources/Services	2-2-3
LIB 112	Library Collection Development/Acquisition	2-2-3
LIB 113	Library Cataloging & Class.	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, <b>or</b>	3-0-3
LIB 212	Library Services/Special Needs	3-0-3
NET 115	Telecom 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	Intro to Computers	2-2-3
LIB 110	Intro to Libraries	3-0-3
LIB 111	Library Info. Resources/Services	2-2-3
LIB 113	Library Cataloging & Class.	2-2-3
Choose one of the following:		
LIB 212	Library Services/Special Needs, <b>or</b>	3-0-3
LIB 214	Library Services/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 Development/Acquisition	2-2-3
LIB 114	Library Public Service Operation	2-2-3
	*Social/Behavioral Science Elective	3-0-3
NET 115	Telecom 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	<u>0-10-1</u>
		0-10-1

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

Total Semester Hours Credit Required for Diploma: 36

**Library and Information Technology**  
**Credential: Certificate in Library Cataloging**  
**C55310C0**

This certificate program is designed for individuals interested in developing technology skills in the location and provision of information. Upon completion, students should be able to select and create MARC records, search OCLC, apply Anglo-American cataloging rules, and maintain authority files. Credits in this certificate program may be transferred toward an Associate in Applied Science Degree in Library and Information Technology and/or Diploma in Library and Information Technology and/or other Library and Information Technology certificates.

For General Admission Standards, please refer to the CCCC Catalog on the college Web site, <http://www.cccc.edu/>.

Entrance Requirements: General Admission Standards.

Academic Standards: See General Academic Standards on page 18 (Gen. Info section). (No placement testing is required for this certificate program.)

Program Length: Variable based on student course load.

Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)

Program Sites: Distance Education

Course Requirements for Library Cataloging Certificate

Required Major Courses (12 SHC):		C-L-SHC
WEB 110	Internet/Web Fundamentals	2-2-3
LIB 112	Library Collection Development/Acquisition	2-2-3
LIB 113	Lib. Cataloging & Class.	2-2-3
LIB 213	Cataloging Non-print Mat.	2-2-3

Total Semester Hours Credit Required for Graduation: 12

**Library and Information Technology**  
**Credential: Certificate in Library Programs**  
**C55310L0**

The certificate is designed for individuals interested in developing skills in the planning, presentation, and evaluation of programs in libraries. The objective is to develop specialist in providing inclusive programs of global interest that meet community needs and interests. Students gain skills in assessing community needs and interests, locating, evaluating, and acquiring program resources, presenting inclusive programs that incorporate AV equipment, engaging community participating, and program evaluation. Credits in this certificate program may be transferred toward an Associate in Applied Science Degree in Library and Information Technology and/or Diploma in Library and Information Technology and/or other Library and Information Technology certificates.

For General Admission Standards, please refer to the CCCC Catalog on the college Web site, <http://www.cccc.edu/>.

Entrance Requirements: General Admission Standards.

Academic Standards: See General Academic Standards on page 18. (No placement testing is required for this certificate program.)

Program Length: Variable

Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)

Program Sites: Distance Education

Required Major Courses (12 SHC):		C-L-SHC
WEB 110	Internet/Web Fundamentals	2-2-3
LIB 211	Library Program Dev.	3-0-3
LIB 212	Library Services/Special Needs.	3-0-3
LIB 214	Library Services/Children	3-0-3

Total Semester Hours Credit Required for Graduation: 12

**Library and Information Technology**  
**Credential: Certificate in Public Services**  
**C55310P0**

This certificate is designed for individuals interested in entering the library field as well as those already employed in the field who desire to improve their job knowledge and skills through a selection of library survey courses. Specific emphases include a survey of libraries, information resources, using communication skills, and understanding circulation systems and basic acquisitions activities. Credits earned in this program may be transferred toward an Associate in Applied Science in Library and Information Science and/or a Diploma in Library and Information Science and/or other Library and Information Technology Certificates.

For General Admission Standards, please refer to the CCCC Catalog on the college Web site, <http://www.cccc.edu/>.

Entrance Requirements: General Admission Standards.

Academic Standards: See General Academic Standards on page 18. (No placement testing is required for this certificate program.)

Program Length: Variable

Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)

Program Sites: Distance Education

Course Requirements for Public Services Certificate.

Required Major Courses (12 SHC):		C-L-SHC
WEB 110	Internet/Web Fundamentals	2-2-3
LIB 111	Library Info. Resources/Services	2-2-3
LIB 114	Library Public Services Operation	2-2-3
LIB 210	Electronic Lib. Databases	2-2-3

Total Semester Hours Credit Required for Graduation: 12

### **Library and Information Technology**

**Credential: Certificate in Library Technical Services  
C55310T0**

This certificate is designed for individuals interested in developing technical services skills for employment with organizations that use technology to process, manage, and communicate information. The objective is to develop specialist in managing electronic library resources. Students gain skills in acquiring and managing library collections and cataloging and classifying materials. Credits earned in this program may be transferred toward an Associate in Applied Science in Library and Information Science and/or a Diploma in Library and Information Science and/or other Library and Information Technology Certificates.

For General Admission Standards, please refer to the CCCC Catalog on the college Web site, <http://www.cccc.edu/>.

Entrance Requirements: General Admission Standards.

Academic Standards: See General Academic Standards on page 18. (No placement testing is required for this certificate program.)

Program Length: Variable

Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)

Program Sites: Distance Education

Course Requirements for Library Technical Services Certificate.

Required Major Courses (18 SHC):		C-L-SHC
CIS 110	Introduction to Computers	2-2-3
WEB 110	Internet/Web Fundamentals	2-2-3
LIB 112	Library Collection Development/Acquisition	2-2-3
LIB 113	Library Cataloging & Classification	2-2-3
LIB 210	Electronic Library Databases	2-2-3
LIB 213	Cataloging Non-print Materials	2-2-3

Total Semester Hours Credit

Required for Graduation: 18

**Library and Information Technology**  
**Credential: Certificate in Library Basics**  
**C55310G0**

This certificate is designed for individuals interested in entering the library field as well as those already employed in the field who desire to improve their job knowledge and skills through a selection of library survey courses. Specific emphasis include a survey of libraries, information resources, using communication skills, and understanding circulation systems and basic acquisitions activities. Credits earned in this program may be transferred toward an Associate in Applied Science in Library and Information Science and/or a Diploma in Library and Information Science and/or other Library and Information Technology Certificates if desired.

For General Admission Standards, please refer to the CCCC Catalog on the college Web site, <http://www.cccc.edu/>.

Entrance Standards: See General Admission Standards

Academic Standard Standards: See General Academic Standards

Program Length: 2 semesters

Program Site: Distance Education

**Course Requirements for Library Basics Certificate:**

Required Major Courses (12 (SHC)

C-L-SHC

LIB 110 Introduction to Libraries

3-0-3

LIB 111 Library Info./Resources

2-2-3

LIB 112 Library Collection Development/Acquisition

2-2-3

LIB 114 Library Public Services Operations

2-2-3

Total Semester Hours Required for Credit: 12