

LIBRARY AND INFORMATION TECHNOLOGY

ASSOCIATE DEGREE & CERTIFICATE PROGRAMS

2023-2024 CATALOG

DESCRIPTION

Cuesta College offers a robust program in Library/Information Technology that has been in existence for more than four decades. The program's online classes draw students from throughout California. Every course is offered at least once a year, so full-time students can complete the required courses in two semesters, though four semesters is more typical.

This program is designed to train students to respond to the changing needs of information management in our society. Wherever there is information there is a need to have someone available to assist in organizing it, managing it, and getting it into the hands of those who need to use the information.

ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

An Associate Degree, depending on the focus of study, is designed to prepare students for transfer into upper division course work in a bachelor's degree program, or, to prepare students to enter the workforce in a particular vocational field. To qualify for an Associate's Degree, a student must: (1) complete each major-specific course required for the degree with at least a "C" grade or better, (2) complete all Cuesta College general education, graduation and residency requirements, and (3) achieve an overall grade point average of 2.0 for all courses attempted (major, general education, elective).

A Certificate Program is designed for students who desire specific training to meet an immediate occupational or personal goal, or for promotion or lateral transfer within their existing field of employment. To qualify for a Certificate of Achievement or a Certificate of Specialization, a student must 1) complete all courses required for the Certificate with an overall grade point average of 2.0.

DEGREES, CERTIFICATES & AWARDS

- Associate in Science (A.S.)
- Certificate of Achievement (C.A.)
- Certificate of Specialization (C.S.)

CAREER OPPORTUNITIES

- Archive Technician
- Audiovisual Materials Manager
- Bibliographic Support
- Public Library Technician
- Research Technician
- School Library Technician
- Website Information Management

CONTACT

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ASSOCIATE DEGREE PROGRAM**Library/Information Technology** — Associate in Science

The Library/Information Technology Program trains students to assist in the management of information in libraries and other venues using print media as well as technology. The program is designed to prepare individuals for employment as a paraprofessional in a public, school, academic, or special library or an information center.

All courses required for the degree must be completed with a grade of “C” or better.

Required Courses (20.5 credits)

LIBT 201	Introduction To Library Services	3
LIBT 204	Organizing Information	3
LIBT 205	Library/Information Center Collections	3
LIBT 208	Library Teamwork And Supervisory Skills	1
LIBT 209	Library Public Services	3
LIBT 213	Advanced Online Searching	1
LIBT 214	Information Technology Internship	2
LIBT 215	Technology In The Workplace	3
LIBT 217	Ethics In The Information Age	1
DIST 101	Introduction To Online Courses	0.5
Plus 6 credits from the following:		
CDFS 234	Children’s Books And Narratives	3
LIBT 207	Web Page Development	3
LIBT 210	School Library/Media Center Services	3
LIBT 212	Research Skills For Information Age	1
LIBT 218	Connecting Adolescents With Literature And Libraries	3
LIBT 221	Prison Library Services	3
LIBT 247	Independent Studies: Library/Information Technology	0.5-2
Total Credits:		26.5

[Click Here For Program Student Learning Outcomes](#)

TRANSFER PREPARATION

Courses that fulfill major requirements for an associate degree may differ from those needed to prepare to transfer. Students who plan to transfer to a four-year college or university should schedule an appointment with a Cuesta College counselor to develop a student education plan (SEP) before beginning their program.

TRANSFER RESOURCES:

CSU and UC Articulation Agreements and Majors Search Engine:

www.ASSIST.org

CSU System Information:

www2.calstate.edu

FINANCIAL AID

Paying for the cost of a college education requires a partnership among parents, students and the college. As the cost of higher education continues to rise we want you to know that Cuesta College offers a full array of financial aid programs—grants, work study, scholarships, federal loan programs, and fee waivers. These programs are available to both full-and part-time students who are seeking a degree or certificate. For those who qualify, financial aid is available to help with tuition, fees, books and supplies, food, housing, transportation, and childcare. Please log onto our website for additional information:
www.cuesta.edu/student/studentservices/finaid

CERTIFICATE PROGRAMS**Library/Information Technology** — Certificate of Achievement

The Library/Information Technology Program trains students to assist in the management of information in libraries and other venues using print media as well as technology. The program is designed to prepare individuals for employment as a paraprofessional in a public, school, academic, or special library or an information center.

All courses required for the certificate must be completed with a grade of "C" or better.

Required Courses (20.5 credits)

LIBT 201	Introduction To Library Services	3
LIBT 204	Organizing Information	3
LIBT 205	Library/Information Center Collections	3
LIBT 208	Library Teamwork And Supervisory Skills	1
LIBT 209	Library Public Services	3
LIBT 213	Advanced Online Searching	1
LIBT 214	Information Technology Internship	2
LIBT 215	Technology In The Workplace	3
LIBT 217	Ethics In The Information Age	1
DIST 101	Introduction To Online Courses	0.5

Plus 6 credits from the following:

CDFS 234.	Children's Books And Narratives.	3
LIBT 207	Web Page Development	3
LIBT 210	School Library/Media Center Services.	3
LIBT 212	Research Skills For Information Age.	1
LIBT 218	Connecting Adolescents With Literature And Libraries.	3
LIBT 221	Prison Library Services	3
LIBT 247	Independent Studies: Library/Information Technology	0.5 - 2

Total Credits: **26.5**

[Click Here For Program Student Learning Outcomes](#)

Library Services to Children — Certificate Of Specialization

The Library/Information Technology Program trains students to assist in the management of information in libraries and other venues using print media as well as technology. The program is designed to prepare individuals for employment as a paraprofessional in a public, school, academic, or special library or an information center.

Required Courses* (12 Credits)

LIBT 201	Introduction to Library Services	3
LIBT 210	School Library/Media Center Services	3
LIBT 218	Connecting Adolescents With Literature and Libraries.	3
CDFS 234.	Children’s Books And Narratives.	3
Total Credits:		12

[Click Here For Program Student Learning Outcomes](#)

Searching and Researching Strategies — Certificate Of Specialization

This certificate specializes in information literacy by providing training in searching and researching. It focuses specifically on strategies, and concepts to locate a variety of information resources relevant to employment, personal interest, and academic needs. This certificate will prepare students in formulating effective search queries, locating and selecting appropriate sources, as well as retrieving, evaluating, and synthesizing information from these resources.

Required Courses* (2 Credits)

LIBT 212	Research Skills for Information Age	1
LIBT 213	Advanced Online Searching.	1
Total Credits:		2

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Web Page Coding — Certificate Of Specialization**Required Courses* (4 Credits)**

LIBT 207	Web Page Development	3
LIBT 220	Fundamentals Of Cascading Style Sheets	1
Total Credits:		4

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