**Catalog Description:**

The Library and Information Technology degree prepares students for paraprofessional levels of library service. Courses are designed for beginning students with no previous experience, for those returning to the work force, or those upgrading skills. A keyboarding test is required. The Library and Information Technology degree program requires a minimum of 64 credits in program requirements, electives and general education in the courses listed below.

**Program Requirements ....................................................37**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>Libra 1101</td>
<td>Introduction to Libraries and the Information Age</td>
</tr>
<tr>
<td>Libra 1102*</td>
<td>Introduction to Reference and Information Services</td>
</tr>
<tr>
<td>Libra 1103*</td>
<td>Acquisition of Library Materials</td>
</tr>
<tr>
<td>Libra 1104</td>
<td>Essential Library Workplace Skills</td>
</tr>
<tr>
<td>Libra 1105*</td>
<td>Readers Advisory</td>
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<tr>
<td>OR</td>
<td>Libra 1820* Selected Topics in Librarianship</td>
</tr>
<tr>
<td>OR</td>
<td>Libra 2100* Introduction to Cataloging and Classification</td>
</tr>
<tr>
<td>Libra 2200*</td>
<td>Serving the Public in Today’s Libraries</td>
</tr>
<tr>
<td>Libra 2300*</td>
<td>Multimedia Services and Equipment in Today’s Library</td>
</tr>
<tr>
<td>OR</td>
<td>Libra 2400 Library Technology</td>
</tr>
<tr>
<td>Libra 2600*</td>
<td>Library Practicum</td>
</tr>
<tr>
<td>Cis 1150</td>
<td>Understanding Computer, Information and Systems</td>
</tr>
<tr>
<td>Manag 2220</td>
<td>Organizational Behavior</td>
</tr>
</tbody>
</table>

* - course has a prerequisite

**Electives .................................................................9**

Select nine credits from any 1000- or 2000-level courses. (In addition to the courses listed above.)

**General Education ......................................................18 to 22**

Each candidate for an Associate in Applied Science (A.A.S.) degree shall satisfactorily complete a minimum of 18 credits in General Education. (In addition to the courses listed above.)

Under the specified General Education headings below, the following courses are required:

**Communication:** 6 credits
- **Written:** (3 credits) English 1101 or 1105
- **Oral:** (3 credits) Speech 1100, 1120 or 1150

**Physical and Life Sciences:** 3 to 5 credits
- At least one course with a laboratory component

**Suggested Course Sequence (Full Time Enrollment)**

Please note: A student’s readiness to perform college-level coursework is based on the student’s placement test and/or ACT scores. Below 1000 level coursework may be required prior to the student taking courses in the suggested sequences.

**First Semester (15 to 17 credits)**
- Engli 1101 (3)
- Mathematics (3 to 5)
- Libra 1101 (3)
- Libra 1104 (3)
- Cis 1150 (3)

**Second Semester (17 to 18 credits)**
- Speec 1100 (3)
- Physical & Life Sciences (3 to 5)
- Libra 1103 (3)
- Libra 2200 (4)
- Libra 1105 or 1820 (3)

**Summer Term (3 to 6 credits)**
- Elective course(s) (3 to 6)

**Third Semester (14 credits)**
- Social & Behavioral Sciences (3)
- Libra 2100 (4) (fall or spring only)
- Libra 2300 (3) or Libra 2400 (3) (summer or fall only)
- Libra 1102 (4) (summer or fall only)

**Fourth Semester (13 credits)**
- Manag 2220 (3)
- Humanities & Fine Arts (3)
- Libra 2600 (4) (fall or spring only)
- Elective course (3)

**For more information:**
If you are considering this program as an area of study, please contact the Social & Behavioral Sciences Division office at 630-942-2011.

**Program web site:**
http://www.cod.edu/programs/library_technology/
Mathematics: 3 to 5 credits
Select a minimum of 3 credits (1000 level or above).
Select Mathematics 1102, 1104 or 1120 only where required in the degree program. Only one from the following three courses may count toward overall degree requirement credit: Mathematics 1635, Psychology 2280 or Sociology 2205. Only one of the following courses may count toward overall degree credit: Mathematics 1428 or Mathematics 1431.

Humanities and Fine Arts: 3 credits

Social and Behavioral Sciences: 3 credits

Complete at least 2 credits from the list of courses in the Global/Multicultural Studies or Contemporary Life Skills Category. (Computer Information Technology 1150 fulfills this requirement)

<table>
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<tr>
<th>TOTAL CREDITS FOR AAS DEGREE</th>
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<tbody>
<tr>
<td>64 to 68</td>
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</tbody>
</table>
Career Information LIBRA.AAS

Job Title(s): Library Technicians
Library Assistant, Library Technician, Library Associate, Library Technical Assistant (LTA), Library Specialist, Library Aide, Library Clerk, Page Technician, Acquisitions Technician, Assistant Librarian

For salary and wage information, please visit:  www.onetonline.org

If you would like information regarding internships, resume development, interviewing and job search skills, please contact the Career Services Center
Phone:  630-942-2230
www.cod.edu/careerservices  Twitter:  @codcareercenter

Related Occupations:
Social Science Research Assistants  File Clerks
Paralegals and Legal Assistants  Procurement Clerks
Bookkeeping, Accounting, and Auditing Clerks  Teacher Assistants
Legal Secretaries  Billing, Cost, and Rate Clerks