

# Library Technology Certificate of Achievement

## REQUIRED

**LT 101**  
Foundations  
of Library and  
Information  
Services

**LS 121**  
Information  
Literacy and  
Research  
Skills

**LS 105**  
Reference  
and Research  
Services: Tools  
and Techniques

**LS 104**  
Cataloging for  
Paraprofession-  
als

**LT 102**  
Access and  
Technical  
Services in  
Libraries

## GROUP A TAKE 2 units

**ENGL 177**  
Children's  
Literature

DVC III

**LS 150**  
Topics in  
Library Studies

**LT 100**  
Introduction  
to Careers  
in Library  
Technology

**LT 106**  
School  
Library  
and Media  
Services

**LT 107**  
Digital Assets:  
Tools and  
Methodologies

**LT 109**  
Delivering  
Library  
Services: Issues,  
Theory, and  
Techniques

**LT 110**  
Job Search  
Skills and  
Library  
Careers

**LT 111**  
Storytelling

**LT 112**  
Internet Skills  
for Library  
Personnel

**LT 150**  
Topics in Library  
Technology

## GROUP C TAKE 2 units

**LT 295**  
Occupational  
Work  
Experience  
Education in LT

**LT 296**  
Internship in  
Occupational  
Work Experience  
Education in LT

## GROUP B TAKE 2 units

**ARTDM 105**  
Introduction  
to Digital  
Imaging

**ARTDM 171**  
Introduction to  
Web Design

**BUSMG 121**  
Practices and  
Concepts of  
Supervision

**BUSMG 168**  
Customer Service

**BUSMG 173**  
Intercultural  
Communication  
in the  
Workplace

**CIS 100**  
Microsoft  
Windows –  
Comprehensive

**COMSC  
101**  
Computer  
Literacy

**ENGL 177**  
Children's  
Literature

DVC III

**LS 150**  
Topics in  
Library Studies

**LT 100**  
Introduction  
to a Career  
in Library  
Technology

**LT 106**  
School Library  
and Media  
Services

**LT 107**  
Digital Assets:  
Tools and  
Methodologies

**LT 109**  
Delivering Library  
Services: Issues,  
Theory, and  
Techniques

**LT 110**  
Job Search Skills  
and Library  
Careers

**LT 111**  
Storytelling

**LT 112**  
Internet Skills  
for Library  
Personnel

**LT 150**  
Topics in  
Library  
Technology

**LT 295**  
Occupational  
Work  
Experience  
Education  
in LT

**LT 296**  
Internship in  
Occupational  
Work Experience  
Education  
in LT

## PROGRAM LEARNING OUTCOMES

1. Explain library fundamental principles including intellectual freedom, open access, diversity, and patron privacy and confidentiality.
2. Apply knowledge and skills gained through the coursework to perform library technician-level tasks.
3. Describe the characteristics of libraries and the roles of libraries in a diverse, multicultural, and democratic society, and how these needs can be met.
4. Apply the basic principles and standardized systems of ordering, cataloging, classifying, processing, and maintaining library materials and resources.
5. Demonstrate the workplace communication skills necessary to successfully interact with users and staff in the library and other information services.
6. Identify and use the technologies found in the library and other information services.
7. Analyze information critically to draw conclusions and/or solve problems when working with patrons, materials, and technology.

Entry

## Careers in

- Library technology
- Information services
- Public/Academic/Corporate libraries

- Required
- Elective
- DVC GE category

You need to see a Counselor for specific recommendations about courses that will best meet your educational goals. Not all courses on the map are offered every term. Consult the Catalog and the Schedule of Classes for more details.

For information about transferring, see:  
<https://www.dvc.edu/enrollment/transfer/index.html>

For information on careers in this field see:  
<https://www.dvc.edu/enrollment/career-employment/index.html>