

LIBRARY TECHNICIAN

LONG BEACH CITY COLLEGE Curriculum Guide for Academic Year of 2010-2011 Associate in Arts and/or Certificate of Achievement

ALL INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE.

For possible updates to this guide please refer to the following website: <http://osca.lbcc.edu>

CAREER OPPORTUNITIES

This field of concentration is designed to prepare students for an entry-level Library Technician position.

This Certificate of Achievement will prepare students for a variety of entry-level positions in a library setting.

This Associate Degree will prepare students for career advancement once a certificate has been earned.

DEPARTMENTAL ADMISSION REQUIREMENTS

None. For more departmental information call (562) 938-4708 or visit our the departmental website @ [HTTP://lib.lbcc.edu/classes/libtech.html](http://lib.lbcc.edu/classes/libtech.html)

REQUIRED COURSES

| | | UNITS | In Progress | Completed Grade |
|-----------------------|--|-----------|-------------|-----------------|
| LIB 3 | Information Competency (F, SP) | 3 | | |
| LIB 201 | Introduction to Cataloging (F, SP) | 3 | | |
| LIB 202 | Introduction to Access Services (F, SP) | 3 | | |
| LIB 203 | Introduction to Acquisitions (F, SP) | 3 | | |
| LIB 204 | Introduction to Reference Services (F, SP) | 3 | | |
| Subtotal Units | | 15 | | |

Select one course from the following:

| | | | | |
|-----------------------|--|----------|--|--|
| CAOTC 34 | Introduction to Computers & Applications (F, SP) | 3 | | |
| CAOTC 35 | Microsoft Office - Specialist (F, SP) | 3 | | |
| Subtotal Units | | 3 | | |

TOTAL UNITS

| | | |
|-----------|--|--|
| 18 | | |
|-----------|--|--|

RECOMMENDED but not required courses:

| | | | | |
|----------|---|---|--|--|
| CDECE 34 | Children's Literature DS3 (F, SP) | 3 | | |
| LIB 210 | Information Literacy in Allied Health (F, SP) | 1 | | |
| LIB 211 | Information Literacy in Business (F, SP) | 1 | | |
| LIB 212 | Information Literacy in Law (F, SP) | 1 | | |
| LIB 213 | Information Literacy in Government (F, SP) | 1 | | |
| SP 20 | Elements of Interpersonal Communication (F, SP) | 3 | | |
| SP 25 | Elements of Intercultural Communication (F, SP) | 3 | | |

LEGEND

(SP = Spring) (S = Summer) (F = Fall) (INF = Infrequently) = Represents general frequency of course offering

NOTE: Please keep in mind the 200 Series courses are non-transferable.

GRADUATION REQUIREMENTS

For CERTIFICATE OF ACHIEVEMENT:

This certificate is a one to two year program in occupational/technical areas at Long Beach City College which provides training in job skills and employment opportunities. Complete the required units listed above with a minimum grade of "C" in each course. Fifty percent (50%) or more of the unit requirements for this field of concentration must be completed in residence (credit earned by exam, where applicable, may be included).

For ASSOCIATE IN ARTS DEGREE:

The Associate Degree is a two-year college degree awarded by Long Beach City College that includes general education courses and a major. In addition to the requirements for the Certificate of Achievement, complete the A. A. degree requirements specified in the Catalog. The requirements for general education/proficiency and the field of concentration need to be from the same catalog year. This catalog year may be any year between the years of initial enrollment to the present, provided continuous enrollment is maintained throughout (see the catalog for definition of "continuous enrollment"). Fifty per cent (50%) or more of the unit requirements for this field of concentration must be completed in residence (credit earned by exam, where applicable, may be included).

In general, "double-counting" is not allowed. That is, one course may not be used to fulfill both a field of concentration requirement and to fulfill a general education requirement.

NOTE: To receive a certificate or degree you must submit completed application forms in the Admissions and Records Office during your final semester of course work.

Students interested in transferring to a university to continue their study in this field of concentration or other majors are strongly advised to consult an LBCC academic counselor and refer to the ASSIST website (www.assist.org) for major preparation information. Counselors can clarify the different major and admissions requirements at a university. Students may visit the Student Success/Transfer Services Center to access further educational resources. If you need to set up an appointment to see a counselor or schedule the SOAR Test, call LAC (562)938-4561 or PCC (562)938-3920.