

Information Studies

- Library Information Technology
A.S. degree—63 credits
- Public Information Services certificate—13–14 credits
- Technical Information Services certificate—13–14 credits

What You Will Learn

MCTC's Library Information Technology program will equip you with the practical and conceptual skills needed to work in highly automated libraries and information agencies.

The program will cover automated library circulation, acquisitions, serials and cataloging systems, and computer applications unique to the industry. You will be trained to design user-friendly Web pages and effectively search online databases and the Internet. You will also learn about ethical and legal issues related to information use and production, and develop skills for critical thinking and moral reasoning.

As part of the degree program, you will have the opportunity to take special courses dealing with alternative media, and participate in a semester-long internship.

The A.S. degree is designed for persons seeking careers as paraprofessionals and for anyone wishing to transfer elsewhere for a bachelor's degree. The certification programs are designed for those already working in libraries and information agencies who seek additional training.

MCTC has an articulation agreement with St. Cloud State University and pending agreements with other nearby institutions.

Where You Could Work

- Public libraries
- Academic libraries
- School media centers
- Corporate libraries
- Special libraries
- Bookstores

How You Apply

To apply to this program, you must submit a general College Application, attend an Orientation session (in person or online) and take the reading and writing assessment tests, or receive an assessment waiver from a counselor or advisor.

Both the Public and Technical Information Services certificates are offered as entirely online programs. All courses are offered in a Web-based format using the College's Desire2Learn course management software. The required library program courses for the A.S. degree are offered in an online format (INFS 1000, 1100, 1200, 1300, 2200, 2210, 2300, 2500 and 2900). Most of the liberal arts courses for the

A.S. degree can also be taken online. However, you cannot complete the entire A.S. degree in an online format. For more information about options to complete the A.S. degree without attending classes in Minneapolis consult the Library Information Technology program webpage located on the MCTC website <http://www.minneapolis.edu/>.

Courses in this program require achievement of the following academic skill levels:

- **Reading:** To enroll in these program courses, you must have successfully completed READ 0200 or ESOL 0052 or be declared ready to enroll in READ 1300 on the basis of your reading placement test score.
- **Writing:** To enroll in these program courses, you must have successfully completed ENGL 0900 or ESOL 0051 or be declared ready to enroll in ENGL 1110 on the basis of your writing placement test score.

If students place into lower level courses, they must complete the appropriate developmental coursework before they are admitted into the program. Non-degree seeking students may be waived from program course prerequisites. To receive a course prerequisite waiver, you must contact either the course instructor or the Information Studies department coordinator.

Library Information Technology A.S. Degree

Credits: 63

Introductory Courses

(Listed below are required courses we suggest you choose from during your first semester in this program.)

Course #	Course Name	Credits
ENGL 1110	College English 1	3.00
INFS 1000	Information Literacy and Research Skills	2.00
INFS 1100	Introduction to Information Science and Information Agencies	3.00
*READ 1300	College Textbook Reading	3.00
OR		
*SPCH 1000	Fundamentals of Communication	3.00
OR		
*SPCH 1010	Interpersonal Communication	3.00
OR		
*SPCH 1011	Group Process and Discussion	3.00
OR		
*SPCH 1012	Intercultural Communication	3.00
	General Education Courses (see below)	3.00

* Take one of the following: READ 1300, SPCH 1000, SPCH 1010, SPCH 1011 or SPCH 1012.

<i>Course #</i>	<i>Course Name</i>	<i>Credits</i>
BUSN 1155	Human Relations and Team Building . . .	3.00
CSCI 1050	Designing Web Pages	3.00
CSCI 1200	Computer Application in Home and Business	3.00
ENGL 1111	College English 2	3.00
INFS 1200	Introduction to Technical Information Services	3.00
INFS 1300	Introduction to Public Information Services	3.00
*INFS 2200	Introduction to Cataloging	3.00
OR		
*INFS 2210	Introduction to Indexing and Abstracting	3.00
INFS 2300	Online Searching and Reference Services	3.00
INFS 2500	Information Ethics and Legal Issues . . .	3.00
INFS 2600	Ideas, Censorship and Politics	3.00
INFS 2900	Library/Information Agency Internship .	4.00
General Education Courses (see below)		18.00

* Take one of the following: INFS 2200 or INFS 2210.

First semester courses will generally be selected with the assistance of a counselor or advisor during orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

General Education Courses (18 credits)

To complete the Information Technology A.S. degree, students are required to successfully complete 18 credits of general education coursework. This coursework must be selected from at least four of the MnTC goal areas. A minimum of 9 credits must be completed from Goal Area 1, which will be fulfilled by completing ENGL 1110, 1111 and a speech class listed in the required course offerings above. Specific courses that are recommended are INFS 2510 and SOCI 1160.

Public Information Services Certificate

Credits 13–14

<i>Course #</i>	<i>Course Name</i>	<i>Credits</i>
*INFS 1000	Information Literacy and Research Skills .	2.00
OR		
*INFS 1005	Seeking and Evaluating Information . . .	1.00
INFS 1100	Introduction to Information Science . . .	3.00
INFS 1300	Introduction to Public Information Services	3.00
INFS 2300	Online Searching and Reference Services	3.00
INFS 2500	Information Ethics and Legal Issues . . .	3.00

First semester courses will generally be selected with the assistance of a counselor or advisor during orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.

* Take one of the following: INFS 1000 or INFS 1005.

Technical Information Services Certificate

Credits: 13–14

<i>Course #</i>	<i>Course Name</i>	<i>Credits</i>
*INFS 1000	Information Literacy and Research Skills	2.00
OR		
*INFS 1005	Seeking and Evaluating Information . . .	1.00
INFS 1100	Introduction to Information Science and Information Agencies	3.00
INFS 1200	Introduction to Technical Information Services	3.00
*INFS 2200	Introduction to Cataloging	3.00
OR		
*INFS 2210	Introduction to Indexing and Abstracting	3.00
INFS 2500	Information Ethics and Legal Issues . . .	3.00

* Take one of the following: INFS 1000 or INFS 1005.

* Take one of the following: INFS 2200 or INFS 2210.

First semester courses will generally be selected with the assistance of a counselor or advisor during orientation. Students are encouraged to visit with a counselor or advisor for planning beyond the first semester in the program.