



Program of Study Library Technology – Certificate of Achievement

Term Effective: Fall 2009	Total Units: 19-20
Description: The library technology program trains students for paraprofessional work in school, academic, research, public and special libraries.	
Employment opportunity: Library Technician	

Required courses: All required courses for the certificate **MUST** be completed with a “C” or better.

Course	Title	Units	Completed	In Progress	Need
LIBT 101	Introduction to Library Public Services	2			
LIBT 102	Information Sources and Research Methods	3			
LIBT 201	Introduction to Cataloging	3			
LIBT 203	Introduction to Acquisitions	2			
LIBT 295	Audiovisual Services	3			
CSIS 130	Microcomputer Applications I	4			

Plus one of the following electives:

Course	Title	Units	Completed	In Progress	Need
LIBT 290	Children’s Library Systems	2			
BUS 152	Business Communications	2			
OFF 285	Administrative Office Procedures	3			

Total units: 19-20

*Course Prerequisites and Advisories: Courses in a program of study may have prerequisites or advisories; that is, courses that must or should be completed before taking that course. Please check for prerequisites by consulting an advisor or Counselor or the Citrus College Catalog.
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Please Note: A minimum of 50% of required courses for the certificate must be completed at Citrus College.



CERTIFICATE - GENERAL INFORMATION

Read the general information/instructions below. Apply for your certificate when your requirements are completed or currently in-progress. All official transcripts from other colleges and universities must be on file with Citrus College. (Transcripts must show courses to be used to fulfill certificate requirements.)

INSTRUCTIONS TO APPLY FOR A CERTIFICATE

1. If you are unsure about any requirements to earn a certificate or would like to apply for a certificate please schedule an appointment with a counselor or advisor at (626) 914-8530.
2. Make sure all transcripts are on file from other colleges and universities.
3. Locally approved Skill Awards are **not** annotated on the Citrus College transcript. Catalog rights do not apply to these certificates. See the reverse side for a listing of certificate programs. An asterisk will indicate a skill award.
4. Catalog year refers to the year the pattern of certificate requirements you followed was printed in the Citrus College catalog. You may apply for the certificate using the major pattern (certificate requirements) of the year you entered Citrus College, or any subsequent year as long as you have maintained continuous enrollment.

(Schedule an appointment with a counselor if you are not clear about the catalog year.)

5. Any required certificate/verification or approved course waiver or substitution must be petitioned and attached to the application.

If after you applied and changed your mailing address or you do not receive your certificate, please notify the Admissions Office

