



SEMESTER-BY-SEMESTER PROGRAM MAP FOR FULL-TIME STUDENTS

Courses are listed in preferred order of completion

Plans can be modified to fit the needs of part-time students by adding more semesters

Choose your courses with your Success Navigator or Faculty Advisor.

Complete	Semester 1				
	Course #	Course Title	Credits	Term/Location Offered (Fall, Winter, Spring, Summer) (Bethlehem, Monroe, Fowler, Online)	Pre-requisites / Co-requisites (PRE / CO)
<input type="checkbox"/>	COLS101	College Success	1	FA, SP, SU; BETH, MROE, DIST	
<input type="checkbox"/>	LIBT101	Introduction to Library Service	3	FA, SP, SU; DIST	
<input type="checkbox"/>	LIBT209	Computes in the Library	3	FA, SP, SU; DIST	
	Total Semester Credits:		7		
Complete	Semester 2				
	Course #	Course Title	Credits	Term/Location Offered	Pre-requisites/Co-requisites
<input type="checkbox"/>	LIBT__	LIBT Elective*	3	DIST	
<input type="checkbox"/>	LIBT__	LIBT Elective*	3	DIST	
<input type="checkbox"/>	LIBT__	LIBT Elective*	3	DIST	
	Total Semester Credits		9		
	Total Degree Credits		16		

Notes:

- ALL LIBT courses are only available through Online Learning.
- *Students must complete 9 credits of LIBT electives by completing three (3) of the following four courses:
 - LIBT 115 – Reference Resources and Services (3 credits) – available FA or SP
 - LIBT 203 – Technical Services (3 credits) – available FA or SP
 - LIBT 207 – Library Management (3 credits) – available SP only
 - LIBT 253 – Literature for Children & Young Adults (3 credits) – available FA only
- For individuals with library experience, please contact the Northampton Community College's Director, Library Services.
- These courses can be combined with other NCC degree requirements to complete a General Studies AA. Students are able to transfer the General Studies AA to all the PASHHE universities to complete a bachelor's degree

Program Narrative:

- The Library Technical Assistant Specialized Diploma prepares students to enter the workforce as paraprofessionals capable of working in a variety of libraries and information centers. This online program includes focus on research techniques, services for children, and management of small public libraries.
- Library technical assistants support librarians with all aspects of running today's technologically-advanced libraries. They assist patrons, organize library materials and information, and handle circulation responsibilities. Library technical assistants work in public, school, special, and college and university libraries.

Program Learning Outcomes:

- Identify the multiple functions of libraries and library services.
- Summarize the role and history of libraries.
- Use critical thinking skills to explore library services, resources, and the planning process.
- Develop assessment skills for identifying, acquiring and organizing resource materials.
- Identify and use key research tools to locate relevant information.
- Evaluate information resources in both paper and electronic formats.
- Use knowledge of current challenges facing libraries to deal effectively with issues such as censorship, funding, service limitations, and technology.
- Develop skills in areas such as budget preparation, personnel, and facilities management to effectively manage a small library.
- Assess and manage technology as it pertains to libraries and library services.
- Use oral, written, and technological skills to communicate effectively with multiple stakeholders/audiences.

Transfer Information:

- These courses are also accepted by Kutztown University towards the BA in Library Science.

Career Information:

- This specialized diploma prepares students to become library paraprofessionals, working alongside librarians, assisting with all aspects of running a library. Various places of employment include public and school libraries, college and university libraries, and special libraries.
- These courses are accepted by the Pennsylvania Department of Education for public library certifications:
 - "All public library directors in libraries receiving state aid are required to have a certification level based on the population of the service area of the library where they are employed. The certification levels are: library assistant, provisional librarian, and professional librarian. A library assistant has completed at least 2 academic years of college education and completed 9 credit hours of library science courses. A provisional librarian has at least a bachelor's degree from a 4-year college or university and has completed at least 12 credit hours of library science courses. A professional librarian has at least a bachelor's degree from a 4-year college or university and a master's degree in library science. More information about certification levels can be found in the Public Library Code." Office of Commonwealth Libraries, 2/26/2014