

LS 240 Civil Liberties and Procedures (3)

3 hours lecture

Recommended preparation: ENG 50 or eligibility for ENG 100**Transfer acceptability:** CSU; UC

The study of the Bill of Rights and Supreme Court decisions focusing on civil rights and liberties. This area of constitutional law exams the relationship between individuals and government. Emphasis is on minority issues such as privacy, personal freedom, political equality, and first amendment jurisprudence.

LS 261 Torts and Personal Injury (3)

3 hours lecture

Prerequisite: A minimum grade of 'C' in LS/POSC 121**Transfer acceptability:** CSU

An overview of substantive tort law with an emphasis on procedure. An examination of negligence and an overview of insurance law, to include forms, and the preparation of an actual case for arbitration and trial.

LS 290 Contemporary Legal Issues (3)

3 hours lecture

Prerequisite: A minimum grade of 'C' in LS 105**Transfer acceptability:** CSU

Contemporary legal issues will be explored by leading experts in the field via TV broadcasts. Seminars will be conducted for the purpose of further developing legal issues and completing a research project. Students will be encouraged to submit research projects to AAFPE for publication in the American Association for Paralegal Education Law Journal. This capstone course focuses on advanced legal writing, analysis, and research.

Library Technology (LT)

Contact the Library and Information Technology Department for further information.

(760) 744-1150, ext. 2666

Office: LL-213B

Associate in Science Degrees -

AS Degree requirements are listed in Section 6 (green pages).

- Library and Information Technology

Certificates of Achievement -

Certificate of Achievement requirements are listed in Section 6 (green pages).

- Library and Information Technology

PROGRAM OF STUDY**Library and Information Technology**

Provides training for students desiring employment as library technical assistants and retraining for those reentering the labor market.

**A.S. DEGREE MAJOR OR
CERTIFICATE OF ACHIEVEMENT**

Program Requirements		Units
LT 100	Introduction to Libraries/Information Services	3
LT 110	Library Operational Skills/Technical Services	3
LT 115	Library Operational Skills/Public Services	3
LT 120	Information Sources and Services/Reference	3
LT 125	Developing Information Literacy Skills	1
LT 130	Library Media and Technology	3
LT 140	Library Services for Children and Young Adults	3
CSIT 105	Computer Concepts and Applications	
	or	
CSIT 120	Computer Applications	3
ENG 100	English Composition	4
	or	
BUS 125	Business English	3
TOTAL UNITS		25 - 26

COURSE OFFERINGS**LT 100 Introduction to Libraries and Information Services (3)**

3 hours lecture

Transfer acceptability: CSU

Covers the role of Library/Media Technicians (LMTs) in meeting information needs of diverse populations and communities served by the four major types of libraries. The history of libraries, principles of customer service and ethical issues faced by library workers are examined. Duties of LMTs in the areas of Access Services, Collection Services, Information Services, and Technical Services are reviewed in depth. Additional topics include: library funding; job searches, relationship with Librarians, library automation, digital services and continuing education.

LT 110 Library Operational Skills/Technical Services (3)

3 hours lecture

Transfer acceptability: CSU

This course is an introduction to the principles and practices of technical services including cataloging and acquisitions.

LT 115 Library Operational Skills/Public Services (3)

3 hours lecture

Transfer acceptability: CSU

This course will prepare the student to provide public service in the circulation area of the library. Students will be introduced to principles and practices of material shelving, interlibrary loan services, circulation of materials, fines, patron records, supervision, handling cash, maintaining statistics, and building security and emergency procedures.

LT 120 Information Sources and Services/Reference (3)

3 hours lecture

Transfer acceptability: CSU

This course prepares the student to provide assistance in reference services. Students will be introduced to principles and practices of reference interview, reference materials, database searching, online catalogs, World Wide Web searching and evaluation, and bibliographic instruction.

LT 125 Developing Information Literacy Skills (1)

1 hour lecture

Transfer acceptability: CSU

Develops the information skills students need to succeed at the college level: uncover information not readily identified by search engines; determine if the information found is credible and appropriate for college level course work; and cite sources appropriately in order to support ideas and avoid plagiarism. Students will be encouraged to research topics currently being studied in other college courses.

LT 130 Library Media and Technology (3)

3 hours lecture

Transfer acceptability: CSU

Prepares the student to use instructional media in the classroom and library/media center, with emphasis on the role and utilization of computers and other technology in education. Topics covered include the utilization of videotapes, graphics, and other projected and non-projected media, operation of appropriate equipment, and the production of transparencies, graphics and displays.

LT 140 Library Services for Children and Young Adults (3)

3 hours lecture

Transfer acceptability: CSU

Practical use of children's and young adults' materials for readers' advisory, research, and reference service in school library/media centers and public library youth services' departments. Current trends, concerns, and methodology for youth programming and literature activities will be covered.

LT 197 Topics in Library Technology (.5-3)

Units awarded in topics courses are dependent upon the number of lecture hours required of the student. Refer to Class Schedule.

Transfer acceptability: CSU

Selected topics in Library Technology. Refer to the Class Schedule for topics covered.