



## **Associate in Applied Science**

### **Information Management & Design Library Information Technology Option**

**Academic Plan Code – 5204023159**

#### **Program Description**

Thank you for your interest in the Associate of Applied Science Information Management & Design Library Information Technology Option. This option prepares students to work in an integrated workplace of people, processes, and technologies. In response to the challenging technology-based work environment, this program requires students to become proficient in using computer technology for multifaceted workplace productivity. The program combines cutting-edge computer applications courses with additional industry-standards based courses to provide learning opportunities within the student's area of study. Graduates also complete general education courses in writing, oral communications, social interaction, heritage/humanities/foreign languages, science, and mathematics. Prior to graduation, students participate in a supervised work experience, giving invaluable experience often necessary to secure a position within their chosen field. The Library and Information Technology option prepares graduates for paraprofessional library work.

#### **Home College**

This degree is offered by [Bluegrass Community & Technical College](#).

[BCTC](#) must be designated as your Home College and will take care of all of your student service needs including advising, library services, billing, financial aid, etc.

## **Getting Started**

Students may register for KCTCS online classes offered system wide directly at any KCTCS college. Individuals may also complete a “course inquiry” submit form through [www.kyvc.org](http://www.kyvc.org). KYVC course inquiries are submitted directly to the KCTCS Home College identified by the student. The student’s chosen Home College processes the course inquiry either through formal admission procedures or class enrollment. Additional information about KCTCS admission requirements and college contacts may be accessed at [www.kctcs.edu/distancelearning](http://www.kctcs.edu/distancelearning).

## **Course Requirements**

Below is a list of courses involved in this degree. There may be additional courses that meet these requirements. Please check the current course catalog and online class schedule for additional information and offerings. The entire degree may be completed online; however, some faculty may require onsite lab visits.

<b>General Education Core:</b>		
<b>Course Numbers</b>	<b>Course Title</b>	<b>Credit Hours</b>
ENG 101	Writing I	3
ENG 102	Writing II	3
	Mathematics Course	3
	Heritage/Humanities/Foreign Language Course	3
	Science Course	3
	Social Interaction Course	3
	Oral Communications Course	3
	<b>Subtotal</b>	<b>21</b>

<b>Technical Core:</b>		
<b>Course Numbers</b>	<b>Course Title</b>	<b>Credit Hours</b>
IMD 100	Introduction To Information Systems	3
IMD 126	Introduction to Desktop Publishing	3
IMD 133	Beginning Web Design	3
IMD 150	Presentations	3
IMD 210	Microsoft Office Applications	3
IMD 235	Advanced Word Processing	3
IMD 270	Professional Practices	3
IMD 275	Workplace Management	3
COE 199	Cooperative Education OR	3
IMD 271	Internship	(3)
<b>Subtotal</b>		<b>27</b>

## Library Information Technology Option

<b>Required:</b>		
<b>Course Numbers</b>	<b>Course Title</b>	<b>Course Hours</b>
LIT 115	Introduction to Reference Services	3
LIT 124	Library Administration	3
LIT 132	Library Technical Services	3
LIT 243	Library Services for Children <b>OR</b>	3
LIT 245	Library Services for Young Adults <b>OR</b>	(3)
LIT 247	Library Services for Adults	(3)
LIT Option Courses		12
<b>Subtotal</b>		<b>24</b>

COURSES: <http://www.kctcs.edu/distancelearning/Courses.htm>

CONTACTS: <http://www.kctcs.edu/distancelearning/collegeContacts.htm>

FINANCIAL AID: <http://kctcs.edu/student/financialaidscholarships/index.htm>

GETTING STARTED: <http://www.kctcs.edu/distancelearning/gettingstarted.htm>

KCTCS CONTACTS: <http://kctcs.edu/distancelearning/DLPeerTeam.htm>

ONLINE BOOKSTORE: <http://www.campusstores.com/kctcs/index.asp>

STUDENT TUTORIAL: <http://www.kctcs.edu/distancelearning/tutorials.htm>