

Type B Certificate in Library and Information Science

LIS Certificate (20 credits)

The Type B certificate in Library and Information Science is designed to provide students with an understanding of the methods and means of gathering, organizing, and disseminating information. The certificate is appropriate for any students who wish to gain a greater understanding of the field of library and information science without completing an undergraduate minor and/or non-matriculated students already employed as a library paraprofessional.

All students in the certificate program will be required to complete 8 credit hours in the core curriculum. Students may choose four courses within the remaining curriculum areas depending on their specific interests.

Who might be interested in this certificate?

- Students interested in library related careers
- Library paraprofessionals wishing to gain further education in the field of library and information science

Program Requirements

20 Credit Hours

Required Courses (8 Credits)

LIS110 Research Fundamentals (1)
LIS201 Foundations of Library and Information Science (3)
LIS245 Research Methods in the Digital Age (4)

Elective Courses (12 credits) Choose 4 of the following courses:

LIS310 Information Literacy and User Services (3)
LIS314 Technology in Library and Information Science (3)
LIS414 Organization of Knowledge (3)
LIS412 Library Management & Leadership (3)
LIS410 Collection Development (3)
LIS411 Introduction to Archives (3)
LIS398/498 Special Topics in Library and Informational Science (3)

Library and Information Science Course Descriptions

LIS110 Research Fundamentals (1)

Designed for students new to research at the college level. Course explores knowledge of information sources, more effective searching technique, and familiarity of services for researchers.

LIS201 Foundations of Library and Information Science (3)

An introductory course covering the history of libraries and use of information in contemporary society. The course will explore the role of libraries in the organization, preservation, and dissemination of information. It will examine types of library and information organizations and career opportunities in the discipline.

LIS310 Information Literacy and User Services (3)



This course will cover information-seeking theories, methods, and user behaviors. Principles and philosophies of library reference service, information literacy, reading, listening and viewing guidance, and information resources will be explored.

LIS314 Technology in Library and Informational Science (3)

This course provides a review of the hardware and software used in libraries. Provides an introduction to technology tools, processes, and web applications that support the delivery of library services.

LIS245 Research Methods in the Digital Age (4)

This course examines methods of information gathering and sharing in academic and social environments. Students explore applications of the research process, learn strategies for identifying and synthesizing information, and discuss research influences on scholarly conversations. Formerly LIS 345, students may not receive credit for both. Course will be offered every year (Fall, Winter, and Spring).

LIS398 Special Topics (3)

LIS410 Collection Development (3)

This course covers the basic components of collection development and management. Topics to be explored will include selection, planning, budgeting, and maintenance of library collections.

LIS411 Introduction to Archives (3)

This course provides an introduction to the profession of archival studies. In addition to the history, development, and nature of work in the profession, the basics of collections management and development, intellectual control, preservation, conservation, and technological applications will be presented.

LIS412 Library Management and Leadership (3)

This course will cover the policies and procedure necessary for the effective operation of a library and information centers. The course will explore the policies and procedures required for budgeting, planning, promoting and assessing library and information programs.

LIS414 Organization of Knowledge (3)

This course provides an introduction to the organization of print and electronic resources. Topics to be covered include cataloging and classification of resources, use of controlled vocabularies, and intellectual access to those resources.

LIS490 Internship

This course provides hands-on instruction and experience in a library, archive, museum, or other information centers.

LIS498 Special Topics (3)

Reader/Content Advisory Course (3-5)

Students will select from a variety of preapproved courses from other academic disciplines that provide in-depth analysis of a literary genre or historical period. This requirement is designed to enable students to advise readers on fiction and nonfiction titles in a specific area of interest.

FAQs

Do you need to attend classes on campus?

No. For the Type B Certificate there are some course choices that are offered in person, but these are electives and optional. All required courses are offered online.

Do you need to be a full time student at CWU?

You do not need to be a full time student at CWU and many students choose to complete the certificate as non-



matriculated students. If you would like to enroll in the Type B Certificate as a non-matriculated student, not seeking a degree (CWU 5-90-060(3)), you can apply for non-matriculated status by submitting a [Non-Matriculated Application Form](#) available through the [Registrar](#).

The Type B Certificate Program welcomes both students who are currently attending CWU and students interested in attending as non-matriculated.

What major or background is required for this program?

This program does not require a particular major or background. It is appropriate for people with a wide variety of backgrounds and experience. Many people who pursue librarianship also happen to have a background in the humanities, but you can have a background in pretty much anything.

How much does the program cost?

You can find current [tuition rates](#) on the registrar's website. We recommend checking the tuition rates based on how you determine your course schedule.

What financial aid options are available?

The [Office of Financial Aid](#) is the best place to find out financial aid options. Please note, non-matriculated students are not eligible for financial aid. Students can also apply for scholarships through [Scholarship Central](#).

What are online classes like?

CWU uses Canvas for their learning management system. If you've never taken online classes before, online classes offer a unique learning experience where you can expect readings, online lectures, videos, assignments, and other interactive work. To get a preview of what you might expect, this [Canvas overview](#) reviews some of the features of the online learning platform.

Apply for the Type B Certificate

To apply for the minor, complete the [online application](#).

For more information contact:

Elizabeth Brown, Assistant Professor | Elizabeth.Brown@cwu.edu

James E. Brooks Library
Central Washington University
400 East University Way
Ellensburg, WA 98926-7548

Schedule of Course Offerings

	FALL	WINTER	SPRING	SUMMER
LIS110	X	X	X	X



LIS201	X	X		
LIS310	X			
LIS314		X		
LIS245	X	X	X	
LIS398/298*				
LIS410		X		
LIS411			X	
LIS412			X	
LIS414	X			
LIS490			X	X

*Special Topics courses are offered on an irregular schedule

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