

ARCHIVES AND DIGITAL COLLECTIONS ASSISTANT – CERTIFICATE OF ACHIEVEMENT

Top Code:

1602.00

This Certificate of Achievement expands on the coursework of the Digitization Skills Certificate to include archival practices, digital image editing and digital preservation skills sets that will better prepare students for work in archives, special collections and the digitization field to prepare students for assistant work in traditional and digital archival collections. This Certificate provides practical instruction in appraising, handling, arranging, and describing unique materials, and creating, editing and preserving digital objects that will prepare students for support staff work in archives, special collections and the digitization field, such as: Archives Assistant, Digital Asset Specialist, and Metadata Coordinator.

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

Program Outcomes

- Examine selection, technical, copyright, and long-term access issues that impact the success of digital projects.
- Formulate strategies and tactics for preserving digital archives.
- Follow established protocols and standards to digitize, preserve documents and other information of long-term value.
- Apply and assess established protocols and metadata standards to provide access to digital objects in digital asset management systems.
- Analyze the relationship of the basic components and processes of archives, including inventory, appraisal, disposition, acquisition, arrangement, description, preservation, access, use, and outreach.
- Apply best practices for handling, arrangement, and preservation of archival collections.

Requirements for the Certificate of Achievement

Code	Title	Units
Required Courses		
LIB 120	INTRODUCTION TO ARCHIVES & SPECIAL COLLECTIONS	3
LIB 121	TECHNOLOGIES & PROCESSES FOR DIGITAL COLLECTIONS	3
LIB 122	INTRODUCTION TO METADATA FOR DIGITAL OBJECTS	3
LIB 123	INTRODUCTION TO COPYRIGHT ISSUES FOR DIGITAL COLLECTIONS	1
LIB 126	ARCHIVES & DIGITAL COLLECTIONS INTERNSHIP	1

PHOT 002	DIGITAL PHOTOGRAPHY I	3
Total Units		14

Recommended Electives

Code	Title	Units
BIT 025	SURVEY OF COMPUTER TECHNOLOGY IN BUSINESS	3

Visit the Program Mapper (<https://pasadena-city.programmapper.ws/academics/interest-clusters/77b6bd9e-2dc9-4ebe-8c38-38e2fabe4432/programs/e728caff-f8bd-9f10-07d8-01e46103181b/>) for a suggested sequence of courses.

This Certificate of Achievement is not eligible as a major for an Associate Degree.