

# DIGITIZATION SKILLS FOR LIBRARIES AND CULTURAL HERITAGE INSTITUTIONS – CERTIFICATE OF ACHIEVEMENT

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TOP Code

1602.00

The Digitization Skills for Libraries and Cultural Heritage Institutions Certificate of Achievement curriculum prepares students to work in digital repositories found in libraries, archives, museums, and business settings. Instruction includes: project planning, digitization, metadata, copyright, and end user access to digital materials. Students will gain practical experience using industry standards in order to prepare them for entering the workforce. The program serves as an entry level foundational skills certificate that can be built upon with the Archives and Digital Collections Assistant Certificate of Achievement.

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

## Program Outcomes

- Identify and explain selection, technical, and copyright issues that impact the success of digital projects.
- Produce digital representations of archival materials using established digitization protocols and standards.
- Apply established protocols and metadata standards to provide access to digital objects in digital asset management systems.

## Requirements for the Certificate of Achievement

Code	Title	Units
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
<b>Total Units</b>		<b>8</b>

## Recommended Electives

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

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