

This is Québec's only English-language program in the field. Information and Library Technologies offers hands-on experience in information management, including specialized records management, archives and library-related courses. The focus is on information storage, information management software and advanced research techniques. Transferable skills such as communication strategies and analytical skills are highlighted.

Two-year intensive option: students who already have a DEC (or who passed all their general education courses) can complete the program in two years. Workload is very heavy in this case and applicants should discuss it with the program coordinator, either before submitting a request, or at time of registration.

ADMISSION REQUIREMENTS

DES

INFORMATION AND LIBRARY TECHNOLOGIES

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JOHNABBOTT.QC.CA

393.B0



THIS PROGRAM IS FOR YOU IF...

- You are naturally curious.
- You possess good people skills.
- You are versatile and adaptable.
- You are meticulous and comfortable with detail.
- You like creating order.
- You are comfortable with technological change.

WHAT DISTINGUISHES THE ILT PROGRAM

- Transferable skills
- Many career paths
- 2-year intensive option for students who have completed all general education courses

THE PROGRAM EMPHASIZES:

- basic information management procedures
- research skills
- analytical skills
- communication and computer skills

Students in Information and Library Technologies acquire hands-on experience using the latest in office softwares, including Word, Excel and Windows.

In addition, students become proficient using specialized information management databases, integrated library systems and electronic document management.



WHERE INFORMATION AND LIBRARY TECHNOLOGIES CAN TAKE YOU!

Employment opportunities are varied; some involve working directly with the public, others are more technically oriented. Organizations such as web companies, corporate archives and document centres, schools, government departments, public libraries, and hospitals, amongst many, are delighted to hire versatile, highly-trained individuals able to manage the information that these organizations depend upon and to use the variety of software required. Graduates who choose to pursue a university education have the prerequisites for a general arts degree. This is a broad career path with many options upon graduation. Mature students find that their previous education and experience are advantages in the job market.



HOW TO APPLY

John Abbott College is affiliated with the *Service régional d'admission du Montréal métropolitain* (SRAM) and uses its online application service.

To apply:

- complete the online application at admission.sram.qc.ca,
- select John Abbott College and the program of your choice along with the corresponding program number, and
- if applicable, send all required documents and the application fee.

Students whose prerequisites are more than five years old should contact the Admissions office.

The application deadline is March 1. All documents and payment must be submitted by the deadline.

Program start: fall

PROGRAM PLANNER

FIRST SEMESTER

393-JAA-AB	Professions in Information Management
393-JAB-AB	Information Sources and Services 1
393-JAF-AB	Automatisation (fr)
393-JAD-AB	Introduction to Organizations and Records Management

SECOND SEMESTER

393-JBA-AB	Communication and Teamwork
393-JBB-AB	Information Sources and Services 2
393-JBC-AB	Automation 2
393-JBD-AB	Records Management

THIRD SEMESTER

393-JCA-AB	Resource Description 1
393-JCB-AB	Instructional Methods
393-JCC-AB	Subject Headings
393-JCD-AB	Principles of Classification
393-JCE-AB	Preservation and Treatment

FOURTH SEMESTER

393-JDA-AB	Resource Description 2
393-JDB-03	Collections and Services Management
393-JDC-AB	Systems 1
393-JDD-AB	Dewey Decimal Classification

FIFTH SEMESTER

393-JEA-AB	Resource Description 3
393-JEB-AB	Information Sources & Services 3
393-JEC-AB	Systems 2
393-JED-AB	Library of Congress Classification
393-JEE-AB	Historical Archives
393-JEF-AB	Acquisitions
393-JFG-AB	Promotion en milieu documentaire (fr)

SIXTH SEMESTER

393-JFA-AB	Information Sources and Services 4
393-JFB-AB	Management Seminar
393-JFC-AB	Management of Organizational Operations
393-JFD-AB	Fieldwork 1
393-JFE-AB	Fieldwork 2

•Note: a two-year intensive option is offered to students who already have a DEC, or have completed all their general education courses.

Each program leading to a *Diplôme d'études collégiales* (DEC) is made up of two components: program specific **CONCENTRATION** courses and **GENERAL EDUCATION** courses.

CONCENTRATION courses are those courses directly related to the DEC program.

GENERAL EDUCATION courses, English, French, Humanities, Physical Education and Complementary courses, are taken by all students regardless of their program. Placement in the language courses is determined by the Admissions Office. More information is available on the website at johnabbott.qc.ca/getstarted/placement-testing/

Students in all programs are required to complete courses in or of French (total of 5).