Academic Services

Introduction

KCTCS colleges offer AA, AS, and AFA degree programs which allow students to tailor and complete a general course of study to meet their interests and to fulfill the general education requirements of the first two years of bachelor degree programs; AAS occupational/technical degree programs to meet workforce needs and which may be transferable to a bachelor degree; occupational/technical diplomas and certificates that are also aligned with workforce needs; dual credit courses for high school students; and continuing education and community service opportunities.

All students are encouraged to utilize the advising and transfer services available to complete programs of study at KCTCS, and to plan for lifelong and continuing education to support academic and career goals. Advising and transfer services are available to help facilitate students' progress and success.

Academic Advising

Academic advising is an essential element of the total educational experience and is available to every KCTCS student. Whether a student is seeking credentials exclusively from KCTCS or plans to use the education obtained at KCTCS to pursue a higher degree at another institution, academic advising is critical. Advisors strive to assist students in obtaining accurate information about academic requirements, long- and short-term educational planning, and resources available to assist students in advancing their academic and professional goals. Students with specific plans should contact an advisor at the local KCTCS college as soon as these goals are identified for the most effective advising and planning. In order to receive academic advising students should consult the local KCTCS college for information. Students can also refer to the Transfer Contacts listed on pages 59 to 61 on the KCTCS web site at: kctcs. edu Search words: Transfer Contacts to assist with transfer planning at KCTCS and a four-year university.

Although academic advisors provide assistance, students are responsible for knowing institutional policies, procedures, requirements, and seeking out assistance when needed.

General Education Certifications

Students with defined professional/career goals requiring a bachelor's degree may choose to begin their education at a community college then transfer to any four-year college or university. The General Education Transfer Policy is in place between all public colleges and universities in Kentucky, and guarantees the transfer of general education courses as follows:

Fully General Education Certified

Students who have completed a general education program of 33 credit hours and who are in good academic standing will be "fully general education certified". Students may then transfer these hours altogether as a block. Students must fulfill any additional general education requirements of the receiving institution that have not been satisfied through the courses in the core or through additional KCTCS college courses.

Category Certification

Students in good academic standing who have completed only some categories in the 33-credit hour component will be certified for those categories they complete. For example, a student who has completed the six-hour Arts & Humanities requirement of the AA/AS degree may be certified as having met the General Education Transfer Policy's six-hour Arts & Humanities requirement. Students with "category" certification and/or additional coursework must fulfill the remaining general education requirements for the bachelor degree program.

If you have questions about the General Education Transfer Policy, please contact your college's Transfer Contact. Completed general education certifications are automatically printed on the official transcript. If the requirements for certification have been completed, but the appropriate certification is not printed on the transcript, contact the college registrar's office to request the appropriate certification be added to your transcript and request an additional transcript including the certification.

Transfer to Baccalaureate Institutions

All students are encouraged to complete a program of study at KCTCS and to consider transferring to a bachelor degree program to further their academic and career goals. The AA and AS degrees include a substantial amount of general education courses and are designed to accommodate transfer. KCTCS has developed a number of transfer agreements to assist students completing AA, AS, and AAS programs to transfer to bachelor degree programs. A list of these transfer agreements can be found at the KCTCS web site at: kctcs.edu Search words: Transfer Agreements.

Transfer Contacts and Services

There are a number people available to assist students with information about planning and resources for transferring to a bachelor's degree program. Students who are interested in transferring, or who just have questions about transferring, are encouraged to seek information as soon as possible. Each KCTCS college provides transfer services and has at least one transfer contact to assist students. Each public and private postsecondary institution in Kentucky also has staff to provide information to KCTCS students about transferring to that specific institution. Students are encouraged to talk with transfer contacts at their KCTCS college as well as transfer contacts at the college or university to which they want to transfer. A short list of public university transfer contacts is included below for quick reference. A complete list of transfer contacts at each KCTCS college and public and private colleges/universities in Kentucky is available at the KCTCS web site at: kctcs.edu Search words: Transfer Contacts.

KCTCS Transfer Contacts

Chancellor's Office

Rebecca Emerson System Director of Dual Credit and Transfer 300 North Main Street Versailles, KY 40383 (859) 256-3389 rebecca.emerson@kctcs.edu

Ashland Community and Technical College

Transfer Services

College Drive Campus - Room G114 Technology Drive Campus - Room 157

Transfer Contact

Sheila Marcum

Admissions Advisor 1400 College Dr. Ashland, KY 41101 606-326-2418

sheila.marcum@kctcs.edu

Jim Jagielo

Admissions Advisor 1400 College Dr. Ashland, KY 41101 (606) 326-2196 jjagielo@kctcs.edu

Janet Thompson

Admissions Advisor 1400 College Dr. Ashland, KY 41101 606-326-2149

janet.thompson@kctcs.edu

Cris McDavid

Associate Dean of Advising and Retention Ashland Community and Technical College 1400 College Dr. Ashland, KY 41101 (606) 326-2003 cris.mcdavid@kctcs.edu

Big Sandy Community and Technical College

Transfer Services

Prestonsburg Campus - Counseling Services, Student Center Building, Room 100

Pikeville Campus - Counseling Services, Room 105] Mayo Campus - Counseling Services, Building C, Room 108

Transfer Contact

Jeffrey T. Hicks

Counselor

Big Sandy Community and Technical College One Bert T. Combs Drive

Prestonsburg, KY 41653 (606) 886-3863 (Ext. 64841)

(888) 641-4132 jeffery.hicks@kctcs.edu

Jimmy Wright

Interim Dean of Student Affairs

Big Sandy Community and Technical College

One Bert T. Combs Drive Prestonsburg, KY 41653

(606) 886-7347

(888) 641-4132

jimmy.wright@kctcs.edu

Leslie Bays

Counselor

Big Sandy Community & Technical College

One Bert T. Combs Drive Prestonsburg, KY 41653 (606) 886-3863 (Ext. 67391)

(888) 641-4132

leslie.bays@kctcs.edu

Elizabeth Cole

Counselor

Big Sandy Community & Technical College 120 South Riverfill Drive Pikeville, KY 41501 (606) 218-2060 (Ext. 81215) (888) 641-4132 elizabeth.cole@kctcs.edu

Lillian O'Bryan

Counselor

Big Sandy Community & Technical College 513 Third Street Paintsville, KY 41240 (606) 789-5321 (Ext. 82819) (888) 641-4132 Lobryan0001@kctcs.edu

Bluegrass Community and Technical College

Transfer Services

BCTCTransfer Center Cooper Campus, Room 118 Oswald Building

Transfer Contact

Angel Clay

Director, Transfer Center Bluegrass Community and Technical College 118 Oswald Building, 470 Cooper Drive Lexington, KY 40506 (859) 246-4620

Becky Critchfield

Transfer Advisor 118 Oswald Building 470 Cooper Drive Lexington, KY 40506 (859) 246-4620

www.bluegrass.kctcs.edu/transfer_center.aspx

Elizabethtown Community and Technical College

Transfer Services

Counseling and Transfer Center Main Campus, Room 106 CRPEC Building

Transfer Contact

Mary Byerley-Shetty

Coordinator of Transfer Services Elizabethtown Community and Technical College 610 College Street Road Elizabethtown, KY 42701 270.706.8751

Sharon Spratt

Director of Counseling Elizabethtown Community and Technical College 600 College St. Rd. Elizabethtown, KY 42701 (270) 706-8478 sharon.spratt@kctcs.edu

Gateway Community and Technical College

Transfer Services

Student Support Services

Edgewood Campus, Student Services Center Building

Transfer Contact

Mike Rosenberg

Director of Transfer Services

500 Technology Way

Florence, KY 41042

Phone: 859-442-1609

Fax: 859-815-7162

michael.rosenberg@kctcs.edu

Hazard Community and Technical College

Transfer Services

University Center of the Mountains Hazard Campus, Jolly Classroom Center

Transfer Contact

Renée Back

Transfer Advisor

Hazard Community and Technical College

One Community College Drive

University Center of the Mountains

152B Jolly Classroom Center

Hazard, KY 41701

606-487-3155

renee.back@kctcs.edu

Henderson Community College

Transfer Services

Transfer Center

101 Administration Building

2660 S. Green Street

Transfer Contact

Lorie Maltby

Transfer Coordinator

Henderson Community College

102 Administration Building

2660 S. Green St.

Henderson, KY 42420

(270) 831-9828

hcctransfer@kctcs.edu

Hopkinsville Community College

Transfer Services

Student Transition Center

Main Campus, Technology Center Building

Transfer Contact

Kanya Allen

Career and Transfer Services Coordinator

Technology Center Building

Career and Transfer Center, Room 204

(270) 707-3827

kanya.allen@kctcs.edu

Jefferson Community and Technical College

Transfer Services

Transfer Center

Downtown Campus - JEC Building Suite 603

JF-Transfer-Center@kctcs.edu

www.jefferson.kctcs.edu/Academics/Transfer-Center

Transfer Contact

Kathleen Mandlehr

Director of Transfer

Jefferson Community and Technical College

109 E. Broadway

Louisville, KY 40202

(502) 213-2119

kathleen.mandlehr@kctcs.edu

Selena Sanchez

Jefferson Community and Technical College

Transfer Advisor

(502) 213-2285

ssanchez0015@kctcs.edu

Julie Branham

Jefferson Community and Technical College

Southwest Campus – Student Community Building

(502) 213-2602

Julie.branham@KCTCS.edu

Betsy Langness

Jefferson Community and Technical College

Shelby County Campus, Room 104

(502) 213-3613

betsy.langness@kctcs.edu

Saundra Kimberlain

Jefferson Community and Technical College

Shelby County Campus, Room 105

(502) 213-7901

saundra.kimberlain@kctcs.edu

Heather Yocum

Jefferson Community and Technical College

Carrolton Campus, Room

(502) 213-5216

Heather.yocum@kctcs.edu

Madisonville Community College

Transfer Services

Main Campus, John H Gray Building

Enrollment Center

Transfer Contact

Lori Johnson

Transfer Coordinator

2000 College Drive

Madisonville, KY 42431

(270) 824-1827

(866) 227-4812

lori.johnson@kctcs.edu

Maysville Community and Technical College

Transfer Services

Transfer Center

Main Campus, Administration Building, Room A251

Transfer Contact

Billie Barbour

Transfer Coordinator

Maysville Community and Technical College

1755 US HWY 68

Maysville, KY 41056

(606) 759-7141, ext. 66182

Billie.barbour@kctcs.edu

Owensboro Community and Technical College

Transfer Services

TRAC Central (Transfer, Retention, Advising, and Careers)

2nd Floor, Room 206; Learning Resource Center

Main Campus, 4800 New Hartford Road

Owensboro, KY Ph# 270-686-4683

Transfer Contact

Katie Ballard

Career Resource and Transfer Coordinator TRAC CENTRAL, LRC Rm 206 4800 New Hartford Road Owensboro, KY 42303 (270) 686-4529 katie.ballard@kctcs.edu

Sandy Carden

Registrar

Owensboro Community and Technical College

4800 New Hartford Road Owensboro, KY 42303 (270) 686-4536 (866) 755-6282 sandy.carden@kctcs.edu

Somerset Community College

Transfer Services

Transfer Center

Somerset Campus North, Stoner Building, Room 102 Laurel Campus North, Building 2, Room 228

Transfer Contact

Somerset Campus

Betty Nichols

Administrative Assistant Somerset Community College Stoner Building, Room 102B 808 Monticello Street Somerset, KY 42501 (606) 451-6652 betty.nichols@kctcs.edu

Laurel Campus

Betty Nichols

Administrative Assistant Somerset Community College Building 2, Room 228 London, KY 40741 (606) 878-4763 betty.nichols@kctcs.edu

Southcentral Kentucky Community and Technical College

Transfer Services

Transition Center Main Campus, Building A

Transfer Contact

Jennifer Dietzel

Director of Student Success
Southcentral Community and Technical College
1845 Loop Drive
Bowling Green, KY 42101
(270) 901-1188
jennifer.dietzel@kctcs.edu

Denna White

Director of Admissions

Southcentral Community and Technical College

1845 Loop Drive

Bowling Green, KY 42101

(270) 901-1001

(800) 790-0990 denna.white@kctcs.edu

Southeast Kentucky Community and Technical College

Transfer Services

Transfer Assistance Center

Cumberland Campus, Chrisman Hall

Middlesboro Campus, Administration Building

Whitesburg Campus, Caudill Hall

Harlan Campus, Administration Building

Transfer Contact

Georgenia Billings

Transfer Advisor

Southeast Kentucky Community and Technical College

1300 Chichester Ave

Middlesboro, Ky 40965

(606) 248-0853

georgenia.billings@kctcs.edu

Ron Brunty

College Counselor

Southeast Kentucky Community and Technical College

2 Long Avenue

Whitesburg, KY 41858

(606) 589-3320

(888) 274-7322

ron.brunty@kctcs.edu

Joe Sutton

Counselor

Southeast Kentucky Community and Technical College

1300 Chichester Ave.

Middlesboro, KY 40965

606 248-0768

joe.sutton@kctcs.edu

West Kentucky Community and Technical College

Transfer Services

Transfer Center

Main Campus, Anderson Technology Building

WKCTC-TransferCenter@kctcs.edu

Transfer Contact

Rachel Goatley

Coordinator of Transfer Advising

West Kentucky Community and Technical College

106 Anderson Bldg., P.O. Box 7380

Paducah, KY 42002

(270) 534-3187

rachel.goatley@kctcs.edu

Public University Transfer Contacts

Eastern Kentucky University

Nicole McGrew

Transfer Admissions & Articulation Coordinator

859-246-6430

859-248-4340

nicole.mcgrew@eku.edu

Gail Creekmore

Transfer Center

(606) 451-6708

gail.creekmore@eku.edu

Kentucky State University

Jonathan Lott

KSU Transfer Coordinator Office of Admissions 400 East Main St. Frankfort, KY 40601 (502) 597-6462 jonathan.lott@kysu.edu

Morehead State University

Brad Bennington

Transfer Coordinator (606) 783-2008 b.bennington@morehead-st.edu

Jen Timmerman

Transfer Senior Enrollment Services Counselor (606) 783-5488 j.timmerman@morehead-st.edu

Murray State University

Maria Rosa

Director, Transfer Center (800) 669-7654 (270) 809-4225 transfercenter@murraystate.edu

Northern Kentucky University

Matt Elrod

Transfer Coordinator 859-572-7524 (800) 637-9948 elrodma@nku.edu

University of Kentucky

Ryan Wagoner

Assistant Director of Transfer Recruitment (859) 257-7595 ryan.wagoner@uky.edu

University of Louisville

David Powers

Director, Transfer Services Transfer and Adult Student Services (502) 852-3447 david.powers@louisville.edu

Jessica Hamilton

Admissions Counselor Transfer and Adult Student Services (502) 852-4092 jessica.hamilton@louisville.edu

Tawana McWhorter

Asst. Director of Advising ULTra Program (502) 213-2541 (800) 334-8635 ext. 2541 tawana.mcwhorter@kctcs.edu t0oliv02@gwise.louisville.edu

Western Kentucky University

Marvin Daniel

Coordinator of Transfer Admissions (270) 745-2551 (800) 495-8463 TDD: (270) 745-5389 marvin.daniel@wku.edu

Credit for External Experiences

KCTCS colleges recognize that valid college-level learning experiences occur outside the traditional classroom setting. Colleges will assist students in recognizing appropriate external experiences and applying them toward a KCTCS credential. Colleges reserve the right to validate student competence through the mechanisms described in this section.

Advanced Placement Program

KRS 164.098 requires Kentucky Institutions to award credit for scores of 3 or higher on the Advanced Placement Tests. KCTCS colleges participate in the Advanced Placement Program of the College Entrance Examination Board. Interested students should have their examination results sent to the Admissions Office of their local KCTCS College.

Guidelines for Advanced Placement Credit

APTest	Score	Credit Awarded	Credit Statement
Art History	3	ART 105 or ART 106	3 credit hours
	4-5	ART 105 and ART 106	6 credit hours
Biology	3	BIO 112	3 credit hours
Calculus AB	3	MAT 175	5 credit hours
Calculus BC	3	MAT 175 and MAT 185	10 credit hours
Chemistry	3	CHE 170	3 credit hours
	4-5	CHE 170 & CHE 180	6 credit hours
Chinese Language and Culture	4	RAE 150	4 credit hours
	8	RAE 150 and RAE 151	8 credit hours
Comparative Government and Politics	3	POL 210	3 credit hours
Computer Science A	3	TRN 172	3 credit hours
	4-5	CIT 149	3 credit hours
English Literature/Composition	3	ENG 161	3 credit hours
English Language/Composition	3	ENG 101	3 credit hours
Environmental Science	3	EST 150	4 credit hours

European History	3	HIS 104 and HIS 105	6 credit hours
French Language	3	FRE 201	3 credit hours
	4-5	FRE 201 and FRE 202	6 credit hours
German Language	3	GER 201	3 credit hours
	4-5	GER 201 and GER 202	6 credit hours
Human Geography	3	GEO 172	3 credit hours
Italian Language and Culture	3	TRN 106***	3 credit hours
	4-5	TRN 106 and TRN 107***	6 credit hours
Japanese Language and Culture	3	JPN 201	3 credit hours
	4-5	JPN 201 and JPN 202	6 credit hours
Latin: Vergil	3	TRN 106***	3 credit hours
	4-5	TRN 106 and 107***	6 credit hours
Microeconomics	3	ECO 201	3 credit hours
Macroeconomics	3	ECO 202	3 credit hours
MusicTheory	3	MUS 174	3 credit hours
Physics B*	3	PHY 201 and PHY 203	8 credit hours
Physics C** (mechanics)	3	PHY 231	4 credit hours
Physics C** (electricity and magnetism)	3	PHY 232	4 credit hours
Psychology	3	PSY 110	3 credit hours
Spanish Language	3	SPA 201	3 credit hours
	4-5	SPA 201 and 202	6 credit hours
Spanish Literature	3	TRN 110 (humanities)***	3 credits hours
Statistics	3	STA 220	3 credit hours
Studio Art 2-D	3	ART 112	3 credit hour
Studio Art 3-D	3	ART 113	3 credit hours
Studio Art – Drawing	3	ART 110	3 credit hours
US Government & Politics	3	POL 101	3 credit hours
US History	3	HIS 108 and HIS 109	6 credit hours
World History	3	HIS 101	3 credit hours

^{*}Upon presentation of documentation of appropriate laboratory experience, credit will also be given for the laboratory portions of these courses.

American Council on Education

Students may receive credit for learning experiences in industry, business, and government as recommended by the American Council on Education (ACE). The recommendations for awarding credit appear in The National Guide to Educational Credit for Training Programs, published by the ACE.

Articulation Agreements

Articulation agreements provide a mechanism to accept and award credit for courses that will transfer toward a credential. Articulation agreements specify the terms and conditions for courses taken at other institutions that will apply to a KCTCS credential, and/or the terms and conditions for courses taken at KCTCS that will apply to credentials or degree programs at other institutions. In either case, the award of applicable credit to the credential is subject to the specific terms of each agreement

and all requirements specified in the agreement must be met before credit can be awarded. For information about articulation agreements for KCTCS credentials, contact the college Student Records Office. For information about the availability of articulation agreements that apply to credentials or degree programs at other institutions, consult the college Student Records Office, the Transfer Contacts on pages 59 to 61, or the Council on Postsecondary Education web site at www.cpe.ky.gov Search words: Academicinit Transfer.

Certified Professional Secretary Examination

KCTCS colleges recognize the Certified Professional Secretary Examination of the Institute for Certifying Secretaries of the Professional Secretaries International. Students who successfully pass the Certified Professional Secretary Examination may receive a maximum of 21 credit hours in specified courses. Students must first complete 12 credit hours in residence at the college in which they wish to receive credit.

^{**}Upon presentation of documentation of appropriate laboratory experience, credit will also be given for the laboratories associated with these courses, PHY 241, 242 respectively.

^{***}KCTCS does not offer courses that are an exact equivalent for the AP subject offered. Appropriate General Education credit is awarded in these cases.

Guide to Educational Credit by Exam –CPS/CAP Recommendations	Suggested KCTCS Courses
Part I – Office Systems & Technology	
Computer Concepts— 3 credits	OST 105 – Introduction to Information Systems (3)
Computer Information Systems— 3 credits	OST 240 – Software Integration (3)
Part II – Office Administration	
Business Communications – 3 credits	OST 235 Business Communications (3)
Records Management 3 credits	OST 160 Records and Database Management (3)
Part III – Management	
Management & Supervision— 4 credits	BAS 283 – Principles of Management (3)
Human Resource Management – 3 credits	BAS 274 – Human Resource Management (3)
Accounting – 1 credit	ACT 101 – Fundamentals of Accounting
Recommended credit total: 20	Total credit: 21

Child Development Associate

After successfully completing one three credit hour IEC course, a student enrolled in the IEC program who holds a current Child Development Associate (CDA) credential from the Council for Professional Recognition will be granted credit for IEC 101, IEC102, and IEC 190. No other courses will be substituted for credit.

Commonwealth Child Care Credential

After successfully completing one three credit hour IEC course, a student enrolled in the IEC program who holds a current Commonwealth Child Care Credential (CCCC) from the State of Kentucky will be granted credit for IEC 101. No other courses will be substituted for credit.

Military School Age (MSA)

After successfully completing one three credit hour IEC course, a student enrolled in the IEC program that holds a current Military School Age (MSA) credential from the Council of Professional Recognition will be granted credit for the following three KCTCS courses: IEC 101, IEC 102 and IEC 250. No other courses will be substituted for credit College Level Examination Program (CLEP)

KCTCS colleges accept the General and Subject Examinations of the College Level Examination Program (CLEP). The Subject Examinations cover specific material which is common to courses in many colleges and universities. The level of proficiency to earn credit through CLEP is approximately equivalent to that required to earn a "C" in the course.

Guidelines for CLEP General Examinations

CLEP Subject Examination	Scaled Score to Earn Credit	Equivalent Course	Credit Hours
Foreign Languages			
College Level French Language	50-69	FRE 201	3
	70 or above	FRE 201, 202	6
College Level German Language	50-69	GER 201	3
	70 or above	GER 201, 202	6
College Level Spanish Language	50-69	SPA 201	3
	70 or above	SPA 201, 202	6
History and Social Sciences			
American Government	50	POL 101	3
History of the United States I	50	HIS 108	3
History of the United States II	50	HIS 109	3
Introductory Psychology	50	PSY 110	3
Principles of Macroeconomics	50	ECO 202	3
Principles of Microeconomics	50	ECO 201	3
Introductory Sociology	50	SOC 101	3
Western Civilization I: Ancient Near East to 1648	50	HIS 104	3
Western Civilization II: 1648 to the Present	50	HIS 105	3
Social Sciences and History	50	SOC 101	3
Human Growth and Developmental	50	AHS 100	2

Science and Mathematics			
Calculus	50	MAT 174 or MAT 175	4, 5
College Mathematics	50	MAT 146	3
College Algebra	50	MAT 150	3
Precalculus	50	MAT 160	5
Biology	50-59	BIO 112	3
	60-64	BIO 120, BIO 112	6
	65-80	BIO 150, 152	6
General Chemistry	50 or above	CHE 170, 180	6
Natural Science	50	BIO 112	3
Business and Computer Applications			
Principles of Accounting	50	ACC 201, 202	6
Principles of Management	50	BAS 293	3
Principles of Marketing	50	BAS 282	3
Introduction to Business Law	50	BAS 267	3
Information Systems and Computer Applications	50	TRN 146	3
English and Humanities			
American Literature	50	ENG 251	3
Analyzing and Interpreting Literature	50	ENG 161	3
English Literature	50	ENG 161	3
Humanities	50	HUM 120	3
College Composition, College Composition Modular	50	ENG 101	3

Industry Standard Certification Examinations

Military Service Experience

A student may receive course credit in recognition of collegiate level credit completed through DSST (DANTES Subject Standardized Tests). To receive course credit for successful DSST exams, the student must have received a minimum standard score of 46. Credit will be given only upon receipt of an official DSST score report or transcript. A student may receive course credit where appropriate and equivalent courses are available for formal military training as recommended in A Guide to the Evaluation of Educational Experiences in the Armed Services (ACE Guide), published by the American Council on Education.

National Board for Respiratory Care (NBRC) Examination

A student who has passed the NBRC entry-level examination to the Respiratory Care Program will be awarded thirty-seven to thirty-nine (37 – 39) semester hours of credit after completion of at least 15 credit hours of the general education courses in the approved curriculum. The student must also provide evidence of successful completion of the American Heart Association Basic Life Support course for health care providers.

Special Exam: STEP or Challenge

Institutionally developed and administered exams provide an opportunity to demonstrate mastery of course content and receive credit toward program requirements. The student must be accepted for admission and enrolled in the college and apply for the exam through the Student Records Office. For more information, see "Tuition and Charges."

Dual Credit

KCTCS dual credit is concurrent enrollment in high school and a KCTCS college with credit awarded by both. A high school student may earn both high school and college credit (dual credit) for the same

course upon completion of course requirements. College credit will be awarded for courses taken for dual credit with a KCTCS college upon the student's completion of the course requirements, and will become part of the student's official college transcript. The KCTCS assessment and placement and grading policies apply to dual credit courses offered by KCTCS. Additional information about dual credit should is available at the local KCTCS college.

Non-Classroom Learning Experiences

Work Based Learning Experiences

Many of the diploma and degree programs offered through the colleges have Work based Learning included in the curriculum. Work Based Learning refers to the programs that offer academic credit for degree-related work experience during a specific semester. The experiences and credit awarded vary according to the program's requirements. These experiences must be planned and supervised by the college and the employer to ensure that the work experience contributes to the student's education and career objective. The cornerstone of Work Based Learning is Cooperative Education. Other programs that are considered part of Work Based Learning are Internships, Practicums, and Experiential Learning. These courses afford the student a unique opportunity to integrate formal classroom training with supervised work experience.

Service Learning

Students have the opportunity to enroll in service learning programs which are designed to integrate community service with academic instruction as it focuses on critical and reflective thinking and civic responsibility. Service learning programs involve students in organized community service that addresses local needs, while developing academic skill, sense of civic responsibility, and commitment to the community.

Credit for Prior Learning

Prior Learning Assessment Portfolio students may contact any KCTCS college for information regarding applications for college credit via portfolio.

Modularized Credit Courses

Some KCTCS courses are available in a modularized credit format allowing students to register for courses that are components of the full (or "parent") course. For example, BAS 212 may be taken as a three credit course or students may enroll in BAS 2121, BAS 2122, and BAS 2123 as separate courses which are the equivalent of BAS 212. The sum of the modular credit courses is equal to the full course. The student transcript will display the modularized credit course in the term the student earned the credit and once all components of the full course are earned, the full course will appear on the transcript. Modular Credit Courses are designated as a four digit number. The first three digits are those of the parent course. The last digit is the number of the modular credit segment/ component, e.g., XXX 2021, XXX 2022, XXX 2023 or XXX 101A, XXX 101B, XXX 101C. When a student registers for a General Education modularized course, the student must complete all of the courses in that series to fulfill General Education category requirements, e.g., ECO 101 – 3 credits meets the Social & Behavioral Sciences category requirement. If ECO 101 has three modules, ECO 1011, 1012, and 1013, all three ECO 101 modules must be completed before the Social & Behavioral Sciences category requirement will be fulfilled. The student cannot take three modularized courses from three different courses to meet the general education category requirement, e.g., ANT 1011, ECO 1011, and PSY 1101. Some modular courses require students to complete a Learning Contract upon registration which defines the student's responsibilities.

Academic Policies and Rules

Policies Related to Enrollment

Student Load – Full-time Status

Full-time student academic status for the fall and spring term is 12 credit hours. Full-time student academic status for the summer term is 6 credit hours.

Student Load – Maximum Student Load

The maximum load to be carried during any semester by a student (including residence, correspondence, and extension courses) is 19 credit hours or the number of hours specified in the curriculum for the particular semester, whichever is larger.

A student who has attained a grade-point average of 3.0 on a load of at least 15 credit hours for the preceding semester may be permitted by the college president (or designee) to carry a maximum of three additional credit hours, provided the total is not in excess of 22 credit hours for the semester.

Normally, the maximum course load (including residence, correspondence, and extension courses) shall be four credit hours for the fourweek intersession, six hours for the five-week session, seven credit hours in a six-week session, or 10 credit hours in the eight-week summer session. A student who has attained a grade point average of 3.0 may be granted permission by the college president (or designee) to carry a maximum of five hours in a four-week session, seven hours in the

5-week session, eight hours in a six-week session, 12 hours in an eight-week session, and fifteen hours in the twelve-week session.

A student on academic probation shall not take more than 15 credit hours in a semester, three credit hours in a four-week intersession, four hours in the five-week session, six credit hours in a six-week summer session, seven credit hours in an eight-week summer session and nine hours in the twelve-week session.

A student may be registered simultaneously at a KCTCS college and at another institution only with the approval of the college president (or designee), the credit hours obtained at the other institution being considered a part of the student's maximum load. If the simultaneous registration has not been authorized, the transfer of credit from the other institution may be denied.

Grading System

The grading system uses a series of letters, to which are assigned gradepoint values. The system is based neither on an absolute numerical system nor on a distribution curve, but on the following descriptions:

A: represents exceptionally high achievement. It is valued at four grade points for each credit hour in non-remedial and non-developmental courses.

B: represents high achievement. It is valued at three grade points for each credit hour in non-remedial and non-developmental courses.

C: represents satisfactory achievement. It is valued at two grade points for each credit hour in non-remedial and non-developmental courses.

D: represents the minimum achievement for credit. It is valued at one grade point for each credit hour in non-remedial and non-developmental courses.

E: represents unsatisfactory achievement and indicates failure in the course. It is valued at zero credit hours and zero grade points in non-remedial and non-developmental courses. Credit may be obtained by repeating the entire course.

F: represents unsatisfactory achievement in a course taken on a Pass-Fail basis. It has no value in computing the grade point average. Credit may only be obtained by repeating the entire course. This grade may be used for developmental courses.

AU (Audit): has no value in computing grade-point average. A student who has been admitted to the college may elect to enroll in a course(s) as an auditor, except in selective admissions programs. Auditing courses in a selective admissions program requires admission to the program and availability of space in the courses. With few exceptions, any change from audit to credit by a student fully admitted to a college must be accomplished by the last date to enter a class and any change from credit to audit must be made by mid-term of the semester or session in which the student is enrolled. An audited class may be taken for credit at a later date. Anyone who desires to audit a class must be admitted to the college and officially registered for the course.

I: means that part of the work of the course remains unfinished. It shall be given only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor and student will discuss the requirements for completion of course with the time limit for completion not to exceed a maximum of one year; failure to do so will result in an automatic change of grade from I to E. Each college shall maintain a record of incomplete grades recorded in courses of that college. This record, completed by the instructor at the time the I grade is reported, shall include: (1) the name and number of the student, (2) the

course number and hours of credit, (3) semester or session and year of enrollment, (4) signature of the instructor, (5) a brief statement of the reason(s) for recording the incomplete grade, and (6) an adequate guide for removal of the incomplete grade. In the instructor's absence, the division chairperson (or designee), shall forward to the college president (or designee) the appropriate letter grade to replace the incomplete grade.

W: represents a withdrawal from class without completing course requirements. A student may officially withdraw from any class up to and including the date of mid-term with a W grade. After the date of mid-term and through the last class of the semester or session, any student may officially request to withdraw from a course and receive a W which may be given at the discretion of the instructor. Each instructor shall state on the first or second class meeting the factors to be used in determining if a student will be allowed to withdraw during the discretionary period. An instructor shall not assign a student a W for a class unless the student has officially withdrawn from that class in a manner prescribed by the college. The grade of W may be assigned by the College Appeals Board in cases involving a violation of student academic rights or for academic offenses.

P: represents a satisfactory grade in a course taken on a Pass-Fail basis. The student who receives a P in a course shall be eligible to continue into the next sequential course(s). The grade of P may be assigned by the College Appeals Board in cases involving a violation of student academic rights. It has no value in computing the grade point average. This grade may be used for developmental courses.

MP: represents Making Progress and may be assigned only for developmental courses and means that the student has made significant progress but needs and deserves more time to achieve a passing grade. The student should re-enroll in the course in order to continue advancement to the level of competence set for the course. Grades may be earned following re-enrollment for developmental courses. The grade of MP has no value in computing grade point average.

Pass/Fail: may be selected for a maximum of two elective courses, subject to certain restrictions, by students with at least 30 credit hours and not on academic probation. Courses with these grades can count toward graduation but are not used in calculating grade-point standing. Courses taken on a pass-fail basis shall be limited to those considered as elective in the student's program, and such other courses or types of courses as might be specifically approved. Prerequisites for such courses may be ignored at the student's own hazard. The student is expected to participate fully in the course and take all examinations as though the student were enrolled on a regular basis. Students may not change from a passfail basis nor from a regular basis to a pass-fail basis after the last date for entering an organized class. Courses offered only on a pass-fail basis, remedial or developmental, or taken by special examination, shall not be included in the maximum number of elective courses which a student may take under these provisions

Changing Grades: A grade once reported shall not be changed except when the instructor states in writing that an error has been made. The grade change must be submitted by the end of the following semester or session or, in exceptional cases, at the discretion of the president (or designee). However, each respective College Appeals Board may change a grade to P or W in the case of a violation of student academic rights or to a W in the case of an academic offense.

Grade-Point Average (GPA): The GPA on the KCTCS transcript is derived from all courses taken at KCTCS institutions. The grade-point average is the ratio of the total grade points earned to the total credit hours attempted excluding courses taken on a pass/fail basis and courses with grades of W or I. Total grade points are derived by multiplying the num-

ber of credit hours for the course by the number of grade points assigned to the grade earned: A = 4, B = 3, C = 2, D = 1, E = 0.

Reporting Final Grades: The final grades for a course shall be filed with the office of the college president (or designee) by such date as determined by the academic calendar.

Academic Probation, Academic Suspension, and Reinstatement

Academic Probation: A student earning a cumulative grade point average below a 2.0 at the end of a term shall be placed on academic probation. A student shall be removed from academic probation by earning at least a 2.0 cumulative grade point average.

Academic Suspension (Dismissal): If a student is placed on academic probation for two consecutive terms (which is noted on the transcript as "subject to dismissal" the second time) and does not earn either a cumulative GPA or a term GPA of at least a 2.0 in the third term, the student shall be academically suspended. Non-enrollment has no effect on probation status. The president (or designee) may grant an exception based upon an individual's case. A student on academic suspension may not enroll in courses which count toward a KCTCS degree.

Reinstatement: A student who has been academically suspended may be reinstated by the president (or designee) after remaining out of the college for at least one 16-week semester and providing evidence of ability to perform at the level required. A student who has been academically suspended shall, upon reinstatement, be placed on academic probation and be subject to academic suspension if the student has failed to earn a current term GPA of 2.0 during the first term of reinstatement. Upon a second suspension, a student may be reinstated by the president (or designee) after remaining out of the college for at least two 16-week semesters and providing evidence of ability to perform at the level required.

Repeating a Course

A student may repeat a course for the purpose of improving a grade. The course must be repeated with the same grade option as the original enrollment in the course. The highest grade earned in a completed course shall constitute the official grade for the course and will be the only grade included within the cumulative GPA. Credit shall count only once for a KCTCS credential. If a student has been dropped from an occupation or technical program, course enrollment may be dependent upon readmission to the program. After a student has completed the same course twice, a division chair (or designee) in consultation with the instructor may refuse to approve a third registration in the same course, including those offered by correspondence, extension, and distance learning technology. Subject to the approval of the division chair (or designee), a student may receive approval for a substitution of comparable courses (e.g. MAT 150 may be taken as a repeat option for MA 109 and vice versa.). NOTE: A parent course cannot be repeated using modules. Students who have received passing grade in a parent course are not eligible to enroll in any module of that parent course.

Final Exams

Any student with more than two exams scheduled on one day as described in the college's final exam schedule shall be entitled to have one of those exams rescheduled. The student must submit a petition for rescheduling in writing to the instructor no later than one week prior to the last class meeting.

Dean's List

The Dean's List recognizes the academic excellence of students who have earned an overall semester GPA of 3.5 or higher in courses numbered

100 or above. Honorary certificates of merit are generally awarded to students who have achieved this distinction.

Academic Bankruptcy (Readmission after Two or More Years)

A student who has been readmitted after having remained out of the KCTCS colleges for a period of two or more years, and who has completed at least 12 credit hours in college-level courses with a GPA of 2.0 or better after readmission, may choose to have none of the course work attempted in the colleges prior to the interruption included in the computation of the student's GPA. The calculation of the GPA after the student declares bankruptcy begins with the semester of readmission. A student who has elected not to count past work in the computation of his or her GPA will continue to receive credit for those courses, selected by the student, in which credit was earned with a grade of A, B, C, D, or P prior to readmission, without including those grades in the computation of the student's GPA. A student may only use the academic bankruptcy option once.

Policies Related to Graduation

Graduation Requirements

For the Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Applied Science degrees, regardless of the time the student has attended the college, at least 25 percent of the approved curriculum credits must be completed at the KCTCS college granting the degree. For a certificate or diploma, at least 25 percent of the approved curriculum credits must be completed at the college granting the credential. In the case of degree programs offered through joint, cooperative, or consortia arrangements, the student must earn at least 25 percent of the credits from the participating institutions. Students seeking Associate in Arts, Associate in Science, Associate in Fine Arts, or Associate in Applied Science degrees or Diplomas must have a minimum cumulative GPA of 2.0 in order to be eligible for graduation. To be eligible for a certificate, a student must satisfactorily complete an approved curriculum with a grade point average of at least 2.0 in the courses required for the certificate.

In order to be eligible to receive KCTCS credentials, students must satisfactorily complete the minimum number of credits required for that credential, including the general education requirements as specified in the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with a cumulative grade point average of at least 2.0 and complete the college's application for graduation within the posted deadline for the term. In order to be eligible for:

- Associate in Arts, Associate in Science, Associate in Fine Arts, Associate in Applied Science, and Associate in Applied Technology degrees, students must satisfactorily complete 60 credits, including the general education requirements as specified in the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with a cumulative grade point average of at least 2.0.
- Diplomas, student must satisfactorily complete a minimum of 36 hours including the general education requirements as specified by the KCTCS Board of Regents Policies 4.11 and 4.12 and program requirements, with a cumulative grade point average of at least 2.0.

- Certificates, students must satisfactorily complete an approved curriculum with a grade point average of at least 2.0 in the courses required for the certificate.
- Course substitutions may be made by the college president (or designee) on an individual basis with the advice of the appropriate division chairperson.

Specific information about the requirements for these programs is available below in the Academic Credentials Awarded section.

Graduation With Honors

Students who have completed at least 45 credit hours of work toward degree completion or 30 credit hours of work toward diploma completion in the KCTCS colleges shall be graduated "With High Distinction" if they attain a grade-point average of 3.60 or higher on all work attempted. Students who have completed at least 45 credit hours of work toward degree completion or 30 credit hours of work toward diploma completion in the KCTCS colleges shall be graduated "With Distinction" if they attain a GPA of 3.40-3.59 on all work attempted.

Multiple Associate Degrees

A student will be eligible for an additional degree when the student has completed the requirements of the second curriculum including a minimum of six credit hours relevant to the second degree and beyond the requirements for the first degree. In no case will a degree be granted for the completion of a second option in a program. The completion of a second option, however, will be recorded on the transcript.

Kentucky Community and Technical College Guarantee

KCTCS colleges offer employers of graduates the following guarantee:

The KCTCS colleges guarantee employers that graduates have demonstrated competence in the skills listed on the approved task lists that represent industry validated specifications for each occupational program. Should a former student be considered by the employer to be performing below a satisfactory level on any skill on the approved task list, the colleges agree to provide specific retraining at no charge to the employee or employer. This guarantee extends for two years from the date of graduation.

The guarantee applies to all college graduates of occupational/technical programs who are employed in their field of training. The program enhances economic development efforts by guaranteeing Kentucky's businesses and industries access to a skilled work force.

Academic Credentials Awarded

Associate in Arts (AA) and Associate in Science (AS)

General Education

Core Requirements AA AS (2401015000) (2401016000)

Written Communications 6 credit hours 6 credit hours

Students who complete ENG 105 must take an additional 3 credit hours of General Education from any of the General Education categories

Oral Communications 3 credit hours 3 credit hours

Arts and Humanities 6 credit hours 6 credit hours

One course must be selected from Humanities and one course from Heritage

Quantitative Reasoning 3 credit hours 6 credit hours

Natural Sciences 3 credit hours 6 credit hours

One science course must include a laboratory experience.

Social and Behavioral Sciences 9 credit hours 6 credit hours

Two disciplines must be represented and different from those in the Arts and Humanities category.

Quantitative Reasoning OR

Natural Sciences 3 credit hours

Subtotal General

Education Core 33 credit hours 33 credit hours

Associate in Arts Requirements12 credit hours

Select courses from headings in the Core Categories and/or Foreign Language (see pages 74 - 76). At least 6 credit hours must be selected from Arts and Humanities and/or Social and Behavioral Sciences and/or Foreign Language. Students are advised to choose hours to satisfy pre-major requirements at the institution to which they are transferring.

Associate in Science Requirements12 credit hours

Select courses from headings in the Core Categories and/or Foreign Language (see pages 74 - 76). At least 6 credit hours must be selected from Quantitative Reasoning and/or Natural Sciences. Students are advised to choose hours to satisfy pre-major requirements at the institution to which they are transferring.

Electives 15 credit hours 15 credit hours

Students are advised to choose hours to satisfy pre-major requirements at the institution to which they are transferring.

Total Credit Hours 60 Credit Hours 60 Credit Hours

Degree requirements: 1) completion of minimum of 60 credit hours, 2) minimum cumulative 2.0 GPA, 3) minimum of 15 credit hours earned at the institution awarding the degree, 4) cultural studies course, and 5) demonstration of computer/digital literacy.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

Associate in Fine Arts (AFA)

An Associate in Fine Arts (AFA) degree is designed to transfer into a Baccalaureate of Fine Arts (BFA) program at a four-year institution. It consists of a general education requirement of 24 credit hours, a fine arts core of 18 credit hours, and 18 additional credit hours of concentration for a 60 credit hour minimum.

General Education Component:

Written and Oral Communications 9 credit hours
Arts and Humanities 3 credit hours

The course chosen to satisfy this requirement must be from a discipline other than the discipline in the Fine Arts Core and/or concentration.

Quantitative Reasoning 3 credit hours
Natural Sciences 3 credit hours

Must include a laboratory experience for general education certification in the Natural Sciences category.

Social and Behavioral Sciences 6 credit hours

Total General Education 24 credit hours

Fine Arts Core

Sub-Total 18 credit hours

Concentration

Sub-Total 18 credit hours
Total 60 credit hours

Degree requirements: 1) completion of minimum of 60 credit hours, 2) minimum cumulative 2.0 GPA, 3) minimum of 15 credit hours earned at the institution awarding the degree, 4) cultural studies course, and 5) demonstration of computer/digital literacy.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

Associate in Applied Science (AAS)

General education component 15

A student must complete a minimum of 15 credit hours to fulfill the general education requirement. General education credits must meet the following distribution:

Quantitative Reasoning3 credit hoursNatural Sciences3 credit hoursSocial/Behavioral Sciences3 credit hoursHeritage/Humanities3 credit hoursWritten Communication3 credit hours

The above are minimum general education requirements; additional hours may be required in specific program curricula.

Technical and Support Component 45 - 53

General Education and Technical and Support Components must be distributed so that programs do not exceed 68 credit hours.

Total Credit Hours 60 - 68

AAS degree programs should incorporate multiple exit points, i.e. awarding certificates and diplomas, when possible.

 $^{{}^{1}} Courses\ chosen\ to\ satisfy\ General\ Education\ requirements\ must\ be\ selected\ from\ an\ approved\ list\ which\ may\ be\ found\ in\ the\ KCTCS\ catalog\ at\ http://legacy.kctcs.edu/catalog/.$

 $^{^{2}\!}A$ course used to fulfill one category cannot be used to fulfill another category.

¹Courses chosen to satisfy General Education requirements must be selected from an approved list which may be found in the KCTCS catalog at http://legacy.kctcs.edu/catalog/.

²A course used to fulfill one category cannot be used to fulfill another category.

Degree requirements: (1) minimum cumulative GPA of 2.0, (2) minimum of 25% of credit hours required for the degree must be earned at the institution awarding the degree, and (3) demonstration of digital literacy.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

Diploma

A diploma program is designed to prepare students for technical employment within a one- to two-year period (36-60 credit hours). The total number of credit hours for the diploma must not exceed those required for a degree in the same program of study. A prescribed program of technical and general education courses is designed to prepare students for a specific job title. Diploma programs provide preparation for a specific occupation, credit toward an associate degree, and continued training opportunities for certificate program graduates. The diploma program contains general education courses emphasizing the skills identified in the SCANS (Secretary's Commission on Achieving Necessary Skills) report that are critical to entry-level workforce success for persons prepared at the diploma level.

- 1. Diplomas will address appropriate general education competencies.
- Diploma curricula will be approved through the KCTCS Curriculum process.
- Diplomas will be applicable toward at least one associate degree.
 (Courses designated "Diploma Only" on the General Education list will not apply toward an Associate Degree)
- 4. General education 6 credit hour requirement for diplomas in areas 1-2 as follows:

Area 1: Written/Oral Communications,

Humanities, or Heritage 3 credit hours

Area 2: Social/Behavioral Sciences,

Natural Sciences, or Quantitative Reasoning 3 credit hours

Additional courses could be used for other areas in approved curricula for diplomas but may not meet general education transfer requirements.

The above are minimum general education requirements; additional hours may be required in specific program curricula.

Technical & Support*

30 - 54

Total Credit Hours

36 - 60

*The Technical and Support requirements must include a work experience component of 1-12 credit hours.

Graduation requirements include (1) Minimum cumulative GPA of 2.0, (2) demonstration of digital literacy, and (3) minimum of 25% of diploma requirements earned at the institution awarding the diploma.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

Certificate

The primary purpose and features of certificate programs of study are to provide marketable, entry-level skills. Certificates qualify students to take external licensure, vendor-based, or skill standards examinations in the field. If standardized external exams are not available in the field of study, certificates prepare students at skill levels expected of employees in an occupation found in the local economy.

- 1. Certificates will address one or more general education competen-
- 2. Certificate curricula will be approved through the KCTCS Curriculum process.
- 3. Certificates will be applicable toward at least one associate degree.

The above are minimum general education requirements; additional hours may be required in specific program curricula.

Requirements for a certificate are applicable to the requirements of a diploma or associate degree in the same or a related field of study. Requests for exceptions must include appropriate documentation to justify approval. Certificates may contain general education courses emphasizing the skills identified in the Secretary's Commission on Achieving Necessary Skills (SCANS) report that are critical to entry-level workforce success for persons prepared at the certificate level and associated with the diploma or associate degree program. SCANS identified three foundation skills and five competencies necessary for success in the workplace.

Foundation Skills

Basic Skills: reading, writing, arithmetic and mathematics, listening, and speaking;

Thinking Skills: thinking creatively, making decisions, solving problems, knowing how to learn, and reasoning;

Personal Qualities: individual responsibility, self-esteem, sociability, self-management, and integrity/honesty.

Competencies

Resources: allocating time, money, materials, space, and staff;

Interpersonal Skills: working on teams, teaching others, serving customers, leading, negotiating, and working well with people from culturally diverse backgrounds;

Information: acquiring and evaluating data, organizing and maintaining files, interpreting and communicating, and using computers to process information;

Systems: understanding social, organizational, and technological systems, monitoring and correcting performance, and designing or improving systems;

Technology: selecting equipment and tools, applying technology to specific tasks, and maintaining and troubleshooting technologies.

Total Credit Hours 12 – 30

Graduation requirements: (1) minimum grade of C in each course required for the certificate and (2) minimum of 25% of certificate requirements earned at the institution awarding the degree.

Transitional courses (courses numbered 001-099) cannot be used to satisfy graduation requirements.

Continuing Education Certificate

Students shall be awarded a continuing education certificate when they have successfully completed a continuing education course or set of courses.

Specialized Training

Adult Agriculture

Short-term adult upgrade classes in agriculture are offered at selected sites. These classes are designed to help young and adult farmers, as well as individuals employed in agribusiness, keep up with the constantly changing technology in the field of agriculture. The program provides on-the-farm and on-the-job supervision year-round with organized instructional classes conducted in the late fall and winter.

Apprenticeship

Apprenticeship program registration is the responsibility of the Kentucky State Apprenticeship Council in cooperation with the United States Department of Labor, Bureau of Apprenticeship Training. Application must be made through an employer, a labor union or a joint apprenticeship committee. Verify with the KCTCS college that it provides the minimum 144 hours per year of supplemental related instruction required of the apprenticeship program. Additional information may be obtained by calling the Kentucky Apprenticeship Council or the United States Department of Labor, Bureau of Apprenticeship Training.

Continuing Education Courses

Continuing education courses can be either credit or non-credit and are designed to meet the needs of the labor market and persons preparing to enter the workforce. They can also supplement knowledge and skills for initial employment or job advancement. They are developed to meet the lifelong learning needs of the general public by providing short-term training, retraining, or upgrading of skills for employment or job advancement.

Customized Industry Training

At the request of business and industry, Community and Economic Development Coordinators (CED) assist in the development and implementation of customized training for prospective and current employees. A specialized training agreement is developed that specifies the duties and responsibilities of the college and the company and may include the awarding of college credit. Contact the CED Coordinator at the local college.

Fire/Rescue Training

The Fire/Rescue Science Technology Program will prepare you for the challenges facing today's emergency responders. In the program you will learn the skills of fire suppression and prevention, technical rescue, hazardous materials, emergency medical care, and leadership. This program is beneficial whether you are seeking a career in emergency services (Fire, Rescue, EMS or Emergency Management) or if you are already involved in providing fire, rescue or EMS services in your community.

Students may enter the program with or without experience in emergency services. The degree, certificate, and diploma programs that are offered can help you in obtaining employment in various emergency service fields, or if you are already a firefighter, help you get that promotion you have been waiting for. Classes are offered through State Fire/Rescue Training and may be offered in various formats such as: Web courses, hybrid courses, and traditional classroom offerings. For more information regarding this program, contact your local State Fire/Rescue Training Area Office.

Fire Rescue Training for Business, Industry and Municipal Government

State Fire Rescue Training provides a full range of Emergency Services Training for Business, Industry and Municipal Government entities. Contact the Fire Rescue office serving your area for more information about the training available to your facility.

Emergency Medical Technician Certificate

Students in the Emergency Medical Technician program are instructed in the proper care of sick and injured patients. Students are trained to treat victims suffering from traumatic and medical emergencies such as broken bones, puncture wounds, cardiac, and respiratory emergencies, vehicle accidents and more. This course meets the standards set forth by the US Department of Transportation National Standard Curriculum for EMT-Basic and the Kentucky Board of Emergency Medical Services.

Students that successfully complete the course and its requirements will be awarded a certificate for Emergency Medical Technician, and will be prepared to challenge the certification examination process set forth by the Kentucky Board of Emergency Medical Services.

For specific program information see page 144.

State Fire Rescue Training Coordinators and Contact Information

West Kentucky Community & Technical College (Area 1)

Charles Lott, Coordinator

P. O. Box 8227

7810 Alben Barkley Drive

Paducah, KY 42002-8227

(800#) 888-306-7901

charles.lott@kctcs.edu

Counties: Ballard, Calloway, Carlisle, Fulton, Graves, Hickman, Livingston, Marshall, McCracken

Madisonville Community College (Area 2)

Brian Smiley, Coordinator

2001 Training Center Drive

Princeton, KY 42445

(800#) 888-306-7986

biran.smiley@ktcts.edu

Counties: Caldwell, Christian, Crittenden, Hopkins, Lyon, Todd, Trigg

Owensboro Community & Technical College (Area 3)

Jimmy VanCleve, Coordinator

P. O. Box 700

1300 HWY 136E

Calhoun, KY 42327

(800#) 888-306-8015

jimmy.vancleve@kctcs.edu

Counties: Daviess, Hancock, Henderson, McLean, Muhlenberg, Ohio,

Union, Webster

Southcentral Kentucky Community and Technical College (Area 4)

John Weatherbee, Coordinator

825 Morgantown Road

Bowling Green, KY 42101

(800#) 888-234-5760

john.weatherbee@kctcs.edu

Counties: Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson, Warren

Elizabethtown Community & Technical College (Area 5)

Larrel Alley, Coordinator

630 College Street Road

Elizabethtown, KY 42701

(800#) 888-234-7201

larrel.alley@kctcs.edu

Counties: Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, Washington

Jefferson Community & Technical College (Area 6)

Mike Wallingford, Coordinator

1361 Frankfort Road

Shelbyville, KY 40065

(800#) 888-306-8064

mike.wallingford@kctcs.edu

Counties: Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer, Trimble

Gateway Community & Technical College (Area 7)

Bill Birkle, Coordinator

P. O. Box 76488

90 Campbell Drive

Highland Heights, KY 41076

(800#) 888-306-8101

bill.birkle@kctcs.edu

Counties: Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen, Pendleton

Maysville Community & Technical College/Rowan Campus (Area 9)

Duane Suttles, Coordinator P. O. Box 248 609 Viking Drive Morehead, KY 40351 (800#) 888-301-2946

duane.suttles@kctcs.edu

Counties: Bath, Bracken, Elliott, Fleming, Lewis, Mason, Menifee, Montgomery, Morgan, Robertson, Rowan

Ashland Community & Technical College (Area 10)

Mark Hammond, Coordinator

4818 Roberts Drive Ashland, KY 41102

(800#) 888-302-2833, Extn. 62431

mark.hammond@kctcs.edu

Counties: Boyd, Carter, Greenup, Lawrence

Big Sandy Community & Technical College (Area 11)

Greg Gray, Coordinator

116 Main Street

Paintsville, KY 41240

(800#) 888-302-8935

greg.gray@kctcs.edu

Counties: Floyd, Johnson, Magoffin, Martin, Pike

Hazard Community & Technical College (Area 12)

Vacant, Coordinator

45 Gorman Hollow Road

Hazard, KY 41701

(800#) 888-234-6759

sfrt12@windstream.net

Counties: Breathitt, Knott, Lee, Leslie, Letcher, Owsley, Perry, Wolfe

Somerset Community College/Laurel Campus (Area 13)

Marc Rudder, Coordinator

913 TLC Lane

London, KY 40741

(800#) 888-234-0100

marc.rudder(a)kctcs.edu

Counties: Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle, Whitley

Somerset Community College (Area 14)

Vacant, Coordinator 385 Old Greensburg Road Campbellsville, KY 42718 (800#) 888-234-1780

pat.thompson@kctcs.edu

Counties: Adair, Casey, Clinton, Cumberland, Green, McCreary, Pulaski, Russell, Taylor, Wayne

Bluegrass Community & Technical College/Lawrenceburg Campus (Area 15)

Brian Steele, Coordinator KY Fire Commission 118 James Court

Lexington, KY 40505

800-782-6823

Counties: Anderson, Bourbon, Boyle, Clark, Estill, Fayette, Franklin, Garrard, Harrison, Jessamine, Lincoln, Madison, Mercer, Nicholas, Powell, Scott, Woodford

Other Training Options

In addition to full-time programs, KCTCS colleges provide short-term training courses to meet specific labor force needs and demands. Contact the local college for a list of short-term training programs and schedules.

General Education Requirements

Competencies will be met at the level appropriate to the credential.

A general education core curriculum will enable KCTCS colleges to graduate men and women who are intellectually flexible, articulate, reflective, creative, and prepared for continuous learning. For all students, this implies some understanding of the value of higher education and the world of work and career fields related to their own abilities, interests, and needs. The general education core competencies will enable students to develop their own values, pursue goals, and contribute to the political, moral, social, and cultural enrichment of society.

General Education Competencies:

Students should prepare for twenty-first century challenges by gaining:

- A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts.
- B. Intellectual and practical skills, including
 - · inquiry and analysis
 - · critical and creative thinking
 - written and oral communication
 - quantitative literacy
 - information literacy
 - · teamwork and problem solving
- C. Personal and social responsibility, including
 - civic knowledge and engagement (local and global)
 - intercultural knowledge and competence
 - ethical reasoning and action
 - foundations and skills for lifelong learning
- D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills.

Written Communication

***************************************	mumoution	
Diploma	TEC 200 Technical Communications	
•	OST 108 Editing Skills for Office Professionals	
	Any Writing course approved for the AAS, AA, or AS	
AAS, AA, A		
	ENG 101 Writing I	3
	ENG 102 Writing II	3
	ENG 105 Writing: An Accelerated Course	
Oral Commu	I nications AS, AA, AS, AFA	
- p.o	,,	

oma, AAS, AA, AS, AFA	
COM 181 Basic Public Speaking	3
COM 252 Intro to Interpersonal Communicat	
COM 281 Communication in Small Group	3
COM 287 Persuasive Speaking	

Augntitative Descening

Quantitative	Reasoning	
Diploma		
•	OST 213 Business Calculations for the Office Professional 3	
	Any mathematics course approved for the AAS, AA, AS, or AFA	
AAS	MÁT 105 Business Mathematics	
	MAT 110 Applied Mathematics	
	MAT 116 Technical Mathematics	
	MAT 126 Technical Algebra and Trigonometry	
	Any mathematics course listed below	
AA, AFA	MAT 146 Contemporary College Mathematics	
	Any mathematics course listed below	
AS	MÁT 150 College Algebra	
	MAT 154 Trigonometry2	
	MAT 155 Trigonometry	
	MAT 159 Analytic Geometry and Trigonometry4	
	MAT 160 Precalculus	
	MAT 165 Finite Mathematics and its Applications	
	MAT 170 Brief Calculus with Applications	
	MAT 174 Calculus I	

	MAT 175 Calculus I	GLY 112 Laboratory for Historical Geology*
	MAT 184 Calculus II	GLY 114 Environmental Geology Laboratory*
	MAT 185 Calculus II	GLY 130 Dinosaurs and Disasters:
	MAT 206 Mathematics for Elementary	A Brief History of the Vertebrates
	and Middle School Teachers II	GLY 131 Dinosaur Laboratory*
	MAT 261 Introduction to Number Theory	GLY 220 Principles of Physical Geology*
	MAT 275 Calculus III	PHY 151 Introductory Physics I
	MAT 285 Differential Equations	PHY 152 Introductory Physics II
	STA 210 Statistics: A Force in Human Judgment	PHY 160 Physics and Astronomy for Elementary Teachers*
	STA 220 Statistics	PHY 161 Introductory Physics Laboratory I*
		PHY 162 Introductory Physics Laboratory II*
atural Sci	פאחרפכ	PHY 171 Applied Physics *
Diploma	PHX 150 Introductory Physics	PHY 172 Physics for Health Science*
	Any Science course approved for the AAS, AA, AS, or AFA	PHY 201 College Physics I
AS, AA, A		PHY 202 College Physics Lab I*
	ANA 209 Principles of Human Anatomy	PHY 203 College Physics II
	AST 101 Frontiers of Astronomy	PHY 204 College Physics Lab II*
	AST 155/BIO 155 Astrobiology	PHY 231 General University Physics I
	AST 191 The Solar System	PHY 232 General University Physics II
		PHY 241 General University Physics I Laboratory*
	AST 192 Stars, Galaxies, and the Universe	· · · · · · · · · · · · · · · · · · ·
	AST 195 Introductory Astronomy Laboratory*	PHY 242 General University Physics II Laboratory*
	BIO 112 Introduction to Biology	SCI 295 Scientific Investigations
	BIO 113 Introduction to Biology Lab*	*Course satisfies the General Education requirement for a laboratory experience.
	BIO 114 Major Discoveries in Biology	•
	BIO 115 Biology Laboratory I*	Social and Behavioral Sciences
	BIO 116 Biology II	
	BIO 117 Biology Laboratory II*	1
	BIO 118 Microbes and Society	WPP 200 Workplace Principles
		Any Social Interaction course approved for the AAS, AA, AS,
	BIO 120 Human Ecology	or AFA AAS, AA, AS, AFA
	BIO 121 Introduction to Ecology Laboratory*1	AGR 101 The Economics of Food and Agriculture
	BIO 122 Introduction to Conservation Biology	ANT 101 Introduction to Anthropology
	BIO 124 Principles of Ecology	ANT 130/REL 130 Introduction to Comparative Religion ¹
	BIO 130 Aspects of Human Biology	ANT 160 Cultural Diversity in the Modern World
	BIO 135 Basic Anatomy and Physiology with Laboratory*4	ANT 220 Introduction to Cultural Anthropology
	BIO 137 Human Anatomy and Physiology I*4	ANT 221 Native People of North America
	BIO 139 Human Anatomy and Physiology II*4	
	BIO 140 Botany	ANT 235 Food and Culture
	BIO 141 Botany with Laboratory*	ANT 241 Origins of Old World Civilizations
		ANT 242 Origins of New World Civilizations
	BIO 142 Zoology	COM 101 Introduction to Communications
	BIO 143 Zoology with Laboratory*	COM 249 Mass Media and Mass Culture
	BIO 144 Insect Biology	COM 254 Intro to Intercultural Communications
	BIO 150 Principles of Biology I	ECO 101 Contemporary Economic Issues
	BIO 151 Principles of Biology Laboratory I*	ECO 150 Introduction to Global Economics
	BIO 152 Principles of Biology II	ECO 201 Principles of Microeconomics
	BIO 153 Principles of Biology Laboratory II*2	ECO 202 Principles of Macroeconomics
	BIO 155/AST 155 Astrobiology	
	BIO 209 Introductory Microbiology Lab*	FAM 252 Introduction to Family Science
	BIO 220 The Genetic Perspective	FAM 253 Human Sexuality: Development, Behavior,
		and Attitudes
	BIO 225 Medical Microbiology	FLK 280 Cultural Diversity in the US
	BIO 226 Principles of Microbiology	GEN 140 Development of Leadership
	BIO 227 Principles of Microbiology with Laboratory*5	GEN 225 Lifelong Learning Applications
	CHE 120 Chemistry in Society	GEO 152 Regional Geography of the World
	CHE 125 The Joy of Chemistry Laboratory*1	GEO 160 Lands and Peoples of the Non-Western World
	CHE 130 Introductory General and Biological Chemistry* 4	GEO 172 Human Geography
	CHE 140 Introductory General Chemistry	GEO 210 Pollution, Hazards and Environmental Management
	CHE 145 Introductory General Chemistry Laboratory*	e
	CHE 150 Introduction to Organic and Biological Chemistry* 3	GEO 222 Cities of the Worlds
	CHE 155 Intro to Organic and Biological Chemistry Laboratory* . 1	GEO 240 Geography and Gender
		HUM 135 Introduction to Native American Literature2
	CHE 170 General College Chemistry I	HUM 202 Survey of Appalachian Studies I
	CHE 175 General College Chemistry Laboratory I*	HUM 203 Survey of Appalachian Studies II
	CHE 180 General College Chemistry II	HUM 204 Appalachian Seminar
	CHE 185 General College Chemistry Laboratory II*	HUM 221 Contemporary Perspectives on Peace and War
	CHE 220 Analytical Chemistry*5	POL 101 American Government
	CHE 270 Organic Chemistry I	POL 210 Introduction to European Politics: East and West
	CHE 275 Organic Chemistry Laboratory I*	•
	CHE 280 Organic Chemistry II	POL 225 Ward Politics in the Third World
		POL 235 World Politics
	CHE 285 Organic Chemistry Laboratory II*	POL 255 State Government
	EST 150 Introductory Ecology*	PSY 110 General Psychology
	EST 160 Hydrological Geology	PSY 180 Human Relations
	GEO 130 Earth's Physical Environment	PSY 185 Human Potential
	GEO 251 Weather and Climate	PSY 230 Psychosocial Aspects of Death and Dying
	GLY 101 Physical Geology	PSY 223 Developmental Psychology
	GLY 102 Historical Geology	
	GLY 110 Environmental Geology	PSY 297 Psychology of Aging
	GLY 111 Laboratory for Physical Geology*	PSY 298 Essentials of Abnormal Psychology

RAE 120 Introduction to Chinese Culture	ENG 231 Literature and Genre (Subtitle)
REL 101 Introduction to Religious Studies	ENG 232 Literature and Place (Subtitle Required)
REL130 Introduction to Comparative Religion 3	ENG 233 Literature and Identities (Subtitle Required)
SOC 101 Introduction to Sociology	ENG 234 Introduction to Women's Literature
SOC 151 Social Interaction	ENG 251 Survey of American Literature I
SOC 152 Modern Social Problems	ENG 252 Survey of American Literature II
SOC 220 The Community	ENG 261 Survey of Western Literature
SOC 235 Inequality in Society	from the Greeks through the Renaissance
SOC 249 Mass Media and Mass Culture	ENG 262 Survey of Western Literature
SOC 260 Population, Resources and Change	from 1660 to the Present
SPA 115 Hispanic Culture: (Country or Region)	ENG 264 Major Black Writers
WGS 200 Introduction to Women's and Gender Studies	ENG 270 The Old Testament as Literature
in the Social Sciences	ENG 281/HUM 281 Introduction to Film
	ENG 282/ HUM 282 International Film Studies
1. A student may not receive credit for both ANT 130 and REL 130.	FLK 276 Introduction to Folk Studies
2. May be used to fulfill either Social and Behavioral Sciences or Arts & Humanities	GEN 125 Applied Meta-Thinking
competency, but may not be used to fulfill both general education categories.	HNR 101 Introduction to Contemporary Thought
Advand Ilmanika	HON 101 The Ancient World
Arts and Humanities	HON 102 The Medieval and Renaissance World
H 16	HON 201 The Early and Modern World
Heritage	HON 202 The Contemporary World
Diploma, AAS, AA, AS, AFA	HRS 101 An Integrated Survey of Western Civilization I
FLK 276 Introduction to Folk Studies	HRS 102 An Integrated Survey of Western Civilization II
HIS 101 World Civilization I	HRS 201 An Integrated Survey of Western Civilization III 3
HIS 102 World Civilization II	HRS 202 An Integrated Survey of Western Civilization IV 3
HIS 104 A History of Europe Through	HUM 120 Introduction to the Humanities
the Mid-Seventeenth Century	HUM 121 Peace Studies
HIS 105 A History of Europe from	HUM 135 Introduction to Native American Literature
the Mid-Seventeenth Century to the Present	HUM 140 Introduction to Latino Literature
HIS 106 Western Culture: Science and Technology I	HUM 150 Introduction to African Literature
HIS 107 Western Culture: Science and Technology II	HUM 160 Introduction to Holocaust Literature and Film3
HIS 108 History of the U.S. Through 1865	HUM 202 Survey of Appalachian Studies I
HIS 120 The World at War 1939-45	HUM 204 Appalachian Sominar
HIS 202 History of British People to the Restoration	HUM 204 Appalachian Seminar
HIS 203 History of British People Since the Restoration	HUM 230 Contemporary Japanese Literature
HIS 206 History of Colonial Latin America	and Culture in Translation
HIS 207 History of Modern Latin America, 1810 to present 3	HUM 250 Appalachian Literature Survey
HIS 220 Native American History: Pre-Contact to 1865	HUM 251 Contemporary Appalachian Literature
HIS 221 Native American History: 1865 to Present	HUM 281 Introduction to Film
HIS 240 History of Kentucky	MU 101 Folk and Traditional Music of the Western Continents 3
HIS 247 History of Islam and Middle East Peoples,	MUS 100 Introduction to Music
500-1250 A.D	MUS 104 Introduction to Jazz History
HIS 248 History of Islam and Middle East Peoples,	MUS 206 American Music
1250 to Present	MUS 207 African American Music History
HIS 254 History of Sub-Saharan Africa	MUS 208 World Music
HIS 260 African American History to 1865	MUS 222 History and Sociology of Rock Music
HIS 261 African American History 1865 - Present	PHI 100 Introduction to Philosophy: Knowledge and Reality 3
HIS 265 History of Women in America	PHI 110 Medical Ethics
HIS 270 Ancient Europe	PHI 120 Introductory Logic
HIS 271 Medieval Europe	PHI 130 Ethics
HIS 296 History of Asia II	PHI 150 Business Ethics
The 250 Thistory of Tible It.	PHI 160 Philosophy Through Pop Culture
Humanities	PHI 260 History of Philosophy I: From Greek Beginnings
Diploma, AAS, AA, AS, AFA	to the Middle Ages
ANT 130/REL 130 Introduction to Comparative Religion 3	PHI 270 History of Philosophy II: From the Renaissance
ART 100 Introduction to Art	to the Present Era
ART 104 Introduction to African Art	REL 101 Introduction to Religious Studies
ART 105 Ancient Through Medieval Art History 3	REL 120 Introduction to the Old Testament
ART 106 Renaissance Through Modern Art History 3	REL 121 Introduction to the New Testament
ART 108 Introduction to World Art	REL 130 Introduction to Comparative Religion
ART 201 Ancient Art History	REL 150 Comparative Ethics of Major World Religions
ART 202 Medieval Art History	THA 101 Introduction to Theatre: Principles and Practices 3
ART 203 Renaissance Art History	THA 200 Introduction to Dramatic Literature
ART 204 Modern Art History	THA 283 American Theatre
ENG 135 Greek and Roman Mythology in Translation	WGS 201 Introduction to Women's and Gender Studies
ENG 161 Introduction to Literature	in the Arts and Humanities
ENG 221 Survey of English Literature I	1. A student may not receive credit for both ANT 130 and REL 130.
ENG 222 Survey of English Literature II	2. May be used to fulfill either Social and Behavioral Sciences or Arts & Humanities
E170 250 introduction to Exteriatine (outstate required)	competency, but may not be used to fulfill both general education categories.

Other General Education Courses

Foreign Languages AAS, AA, A

S, AFA	
FRE101 Elementary French I	4
FRE 102 Elementary French II	4
FRE 201 Intermediate French I	
FRE 202 Intermediate French II	3
GER 101 Elementary German I	4
GER 102 Elementary German II	
GER 201 Intermediate German I	
GER 202 Intermediate German II	3
JPN 101 Beginning Japanese I	4
JPN 102 Beginning Japanese II	
RAE 150 Elementary Chinese I	4
RAE 151 Elementary Chinese II	
SED 101 Sign Language I	
SED 102 Sign Language II	
SED 203 Sign Language III	
SED 204 Sign Language IV	
SPA 101 Elementary Spanish I (spoken approach)	
SPA 102 Elementary Spanish II (spoken approach)	
SPA 201 Intermediate Spanish I	
SPA 202 Intermediate Spanish II	3

Other Degree and/or Credential Requirements

Cultural Studies Courses

Cultural Studies is defined as a course in which the major thrust is the study of one or more non-traditional and/or underrepresented cultures that are traditionally excluded from or marginalized in mainstream American curriculum. Cultural studies courses demonstrate a cultural emphasis in their course descriptions. For completion of the AA/AS degree, students must complete at least one cultural studies course.

Social and Behavioral Sciences

ANT 130/REL130 Introduction to Comparative Religion* ANT 160 Cultural Diversity in the Modern World ANT 220 Introduction to Cultural Anthropology ANT 221 Native People of North America ANT 235 Food and Culture ANT 241 Origins of Old World Civilizations ANT 242 Origins of New World Civilizations COM 254 Introduction to Intercultural Communication ECO 150 Introduction to Global Economics GEO 152 Regional Geography of the World GEO 160 Lands and Peoples of the Non-Western World HUM 135 Introduction to Native American Literature* HUM 202 Survey of Appalachian Studies I* HUM 203 Survey of Appalachian Studies II* HUM 204 Appalachian Seminar* POL 212 Culture and Politics in the Third World POL 235 World Politics PSY 230 Psychosocial Aspects of Death and Dying RAE 120 Introduction to Chinese Culture REL 101 Introduction to Religious Studies SOC 235 Inequality in Society SPA 115 Hispanic Culture: (Country or Region) WGS 200 Introduction to Women's and Gender Studies in the Social Sciences

Heritage

HIS 101 World Civilization I HIS 102 World Civilization II HIS 206 History of Colonial Latin America HIS 207 History of Modern Latin America, 1810 to Present HIS 220 Native American History: Pre-Contact to 1865 HIS 221 Native American History: 1865 to Present HIS 247 History of Islam and Middle Eastern Peoples, 500-1250 HIS 248 History of Islam and Middle Eastern Peoples, 1250 to the Present

HIS 254 History of Sub-Saharan Africa HIS 260 African American History to 1865 HIS 261 African American History 1865 - Present HIS 265 History of Women in America HIS 295 East Asia to 1800 HIS 296 History of Asia II

Humanities

ART 104 Introduction to African Art ART 108 Introduction to World Art ENG 135 Greek and Roman Mythology in Translation ENG 233 Literature and Identity ENG 234 Introduction to Women's Literature ENG 264 Major Black Writers ENG 282/HUM 282 International Film Studies HUM 121 Peace Studies HUM 135 Introduction to Native American Literature* HUM 140 Introduction to Latino Literature HUM 150 Introduction to African Literature HUM 160 Introduction to Holocaust Literature and Film HUM 202 Survey of Appalachian Studies I* HUM 203 Survey of Appalachian Studies II* HUM 204 Appalachian Seminar* HUM 230 Contemporary Japanese Literature and Culture in HUM 250 Appalachian Literature Survey HUM 251 Contemporary Appalachian Literature MU 101 Folk and Traditional Music of the Western Continents MUS 104 Introduction to Jazz History MUS 208 World Music REL101 Introduction to Religion REL 130 Introduction to Comparative Religion* REL 150 Comparative Ethics of Major World Religions WGS 201Introduction to Women's and Gender Studies in the Arts and Humanities

Foreign Languages

FRE 101 Elementary French I FRE102 Elementary French II FRE 201 Intermediate French I FRE 202 Intermediate French II GER 101 Elementary German I GER 102 Elementary German II GER 201 Intermediate German I GER 202 Intermediate German II JPN 101 Beginning Japanese I JPN 102 Beginning Japanese II RAE 150 Elementary Chinese I RAE 151 Elementary Chinese II SED 101 Sign Language I SED 102 Sign Language II SED 203 Sign Language III SED 204 Sign Language IV SPA 101 Elem Spanish I SPA 102 Elementary Spanish II SPA 201 Intermediate Spanish I SPA 202 Intermediate Spanish II

* listed under more than one category and/or with a different prefix; may not be counted in more than one general education category.

Digital Literacy

CAD 103 CAD Fundamentals4	Ť
CIT 105 Introduction to Computing	j
DLC 100 Digital Literacy	
IMD 100 Digital Information & Communication Technologies 3	
OST 105 Introduction to Information Systems	j
VCC 150 Mac Basics	

Digital literacy, also referred to previously as computer literacy, is a topic both broad in its scope and deep in its detail. As a consequence of this, KCTCS has adopted current Internet and Computing Core Certification (IC3) objectives to define digital literacy, emphasizing in particular the three identified, broad categories of Computing Fundamentals, Key Applications, and Living On-line. A complete listing of the IC3 objectives may be found at http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/ IC3_Certifications.html

All AA, AS, AFA, AAS, and diploma students graduating from KCTCS must demonstrate digital literacy by one of the following means within five years preceding their current admission to a KCTCS college:

- Scoring a minimum of a 75% composite score on the digital literacy exam, or
- 2. Achieving the IC3 Certification, or
- Articulating credit from another institution which has demonstrated compliance with the above course criteria as identified by the registrar of the receiving college in cooperation with the digital literacy faculty of the receiving college, or
- 4. Receiving credit for an approved KCTCS digital literacy course, or
- Providing documentation of successful completion of other certification exams as approved by KCTCS.

Documentation of digital literacy will be placed on the student's transcript. Students may choose to take the standardized Computer Exam to demonstrate computer competency. Students who score a passing score on the exam will have met the requirements of digital literacy and documentation will be placed on the student's transcript.

Lower Division University Courses (LDU)

The courses listed below are offered by KCTCS colleges through agreements with the Kentucky universities that developed the courses. KCTCS honors the university course content and general education status of the courses. Courses descriptions for these courses are included in the Course Description section at the end of the catalog.

	1
ASL 101	American Sign Language I (EKU)
ASL 102	American Sign Language II (EKU)
ASL 201	American Sign Language III (EKU)
ASL 202	American Sign Language IV (EKU)
BIOL 110	Inquiry Biology for Teachers (Morehead)
BIO 216	Biological Inquiry and Analysis (Murray)
CHE 253	Materials Science (UL)
CS 115	Intro to Computer Programming (UK)
CS 215	Introduction to Program Design, Abstraction,
	and Problem Solving (UK)
CS 216	Introduction to Software Engineering (UK)
CS 221	First Course Computer Science Engineer (UK)
CS 275	Discrete Mathematics (UK)
GEO 135	Global Climate Change (UK)
GEO 163	Global Conflicts (UK)
GEO 162	Intro to Global Env Issues (UK)
HIS 110	Special Topics History for Study Abroad (Murray)
INF 120	Elementary Programming (NKU)
INF 128	Principles of Informatics (NKU)
INF 260	Object Oriented Programming I (NKU)
INF 260L	Object Oriented Program Lab (NKU)
INF 282	Introduction to Databases
INF 286	Intro to Web Dev (NKU)
ITP 115	Heritage and Culture of Deaf People (EKU)
LAS 201	Introduction to Latin America (UK)
LEAD 200	Introduction to Leadership Studies (WKU)
MA 109	College Algebra (UK)
MA 110	Algebra and Trigonometry for Calculus (UK)
MA 111	Introduction to Contemporary Mathematics (UK)
MA 112	Trigonometry (UK)
MA 113	Calculus I (UK)
MA 114	Calculus II (UK)
MA123	Elementary Calculus and Its Applications (UK)
MA162	Finite Mathematics and Its Applications (UK)
MA 193	Supplementary Math Workshop I (UK)
MA 194	Supplementary Math Workshop II (UK)
MA 201	Mathematics for Elementary Teachers (UK)
MA 202	Mathematics for Elementary Teachers (UK)
MA 213	Calculus III (UK)
MA 214	Calculus IV (UK)
MA 241	Geometry for Middle School Teachers (UK)
MAT 201	Mathematical Concepts for Middle
	and Elementary School Teachers I (EKU)

MAT 202	Math Concepts for Teachers II (EKU)
MIL 101	Military Mountaineering and Leadership (WKU)
MSE 201	Intro to Materials Science (UK)
MUC 175	Jazz Ensemble (UK)
MUC 190	Instructor Consent Required Marching Band (UK)
MUP 114	Trombone I (UK)
MUP 214	Trombone II (UK)
MUS 106	Music in Film (Morehead)
MUSE 222	Music for the Elementary Teachers (Morehead)
SOCL 230	Deviant Behavior (WKU)
STA 200	Stats: Force in Human Judg (UK)
STA 210	Intro to Statistical Reasoning (UK)
STA 215	Intro to Statistical Reasoning (EKU)
STA 291	Statistical Method (UK)

Course Transitions

A significant number of courses have changed prefixes and/or course numbers. This does not change the ability of the courses to fulfill general education course requirements as long as courses were eligible at the time of enrollment. Course changes for General Education courses are available in Appendices -E (through 2012-2013 academic year). Course changes for General Education courses that occurred in the 2013-2014 academic year are available in Appendix F.

Admission to Programs

Academic requirements are specified for each program and are based on the level of difficulty and the technical nature of the curriculum. Admission to some programs is limited by college resources, facilities, accreditation requirements, etc. Contact the Student Services office or program coordinator at the college for more information.

KCTCS College Codes

ve reg enite enits		
ACTC	Ashland Community and Technical College	
BLC	Bluegrass Community and Technical College	
BSC	Big Sandy Community and Technical College	
ECTC	Elizabethtown Community and Technical College	
GTW	Gateway Community and Technical College	
HZC	Hazard Community and Technical College	
HEC	Henderson Community College	
HPC	Hopkinsville Community College	
JFC	Jefferson Community and Technical College	
MDC	Madisonville Community College	
MYC	Maysville Community and Technical College	
OWC	Owensboro Community and Technical College	
SMC	Somerset Community College	
SKY	Southcentral Kentucky Community and Technical College	
SEC	Southeast Kentucky Community and Technical College	
WKCTC	West Kentucky Community and Technical College	