

**Field of Study Framework in  
BUSINESS  
Transfer Agreement**

Eastern Kentucky University, College of Business and Technology  
Kentucky State University, College of Professional Studies, School of Business  
Morehead State University, College of Business  
Murray State University, College of Business and Public Affairs  
Northern Kentucky University, College of Business  
University of Kentucky, Gatton College of Business Economics  
University of Louisville, College of Business and Public Administration  
Western Kentucky University, Gordon Ford College of Business

And

Kentucky Community and Technical College System

The Kentucky Postsecondary Education Improvement Act of 1997 mandates a seamless system of postsecondary education that can only be achieved by promoting ease of transfer for learners between Kentucky institutions. Further, there is a need for a well-educated populace in Kentucky and an increase in the capacity to deliver programs to underserved citizens.

In order to promote the transfer of credits between the Kentucky Community and Technical College System (KCTCS) and Kentucky's public universities, Eastern Kentucky University (EKU), Kentucky State University (KSU), Morehead State University (MoSU), Murray State University (MuSU), Northern Kentucky University (NKU), University of Kentucky (UK), University of Louisville (UofL), Western Kentucky University and KCTCS establish this transfer agreement.

This Field of Study Transfer Agreement in Business allows students to transfer the KCTCS Associate of Arts Degree or the Associate of Science degree toward degree requirements of the business degree programs outlined in this agreement.

In addition to completing the designated coursework, KCTCS students must apply for admission to EKU, KSU, MoSU, MuSU, NKU, UK, UofL or WKU and have official transcripts forwarded to the admissions office directly from a KCTCS college. KCTCS students also will need to apply for and meet the requirements for admission to the business program into which they plan to transfer.

KCTCS students who transfer under the provisions of this agreement will complete the upper division courses from the universities as specified in the agreement in order to meet the requirements for the degree programs listed.

The provisions of this agreement are applicable to students who complete course requirements in-person, online or a combination thereof.

All institutions agree to monitor and support the provisions of this agreement to ensure consistency, program quality and transferability for the mutual benefit of the students enrolled in the institutions. The development team will conduct an annual review of the framework and agree to renegotiate this framework as necessary due to changes in course content or program requirements of the institutions.

All institutions agree to coordinate changes in course content or requirements for any course listed in the transfer agreement in order to ensure continued compatibility among the courses offered by the departments at each institution.

All institutions will observe SACS and other discipline-specific accreditation as well as CPE guidelines and rules, and agree to adhere to CPE requirements for reporting transfer information.

In the event that an institution determines it will not longer offer one of the degree programs listed, the institution will provide one-year notice of termination of the degree program. Students enrolled in the program, either at a KCTCS college or university offering the program, will be given a reasonable amount of time to complete the degree requirements.

Approval Signatures

EKU Approval:

\_\_\_\_\_  
Dr. James Chapman Date  
Interim Provost and Vice President for Academic Affairs

KCTCS Approval:

\_\_\_\_\_  
Dr. Keith Bird Date  
Chancellor

KSU Approval:

\_\_\_\_\_  
Dr. Juanita Fleming Date  
Provost and Vice President of Academic Affairs

**KCTCS and Kentucky Four-Year Institutions  
Business Framework (AA)**  
*(Adheres to the Kentucky General Education Transfer Policy)*

The following information has been designed to assist students at KCTCS in planning coursework for the first two years of a baccalaureate degree in the field of business. This 60-hour set of coursework can be transferred into any one of the degree programs listed below at any public Kentucky university. Specific courses that are listed under a category (in italics) have been selected for students pursuing a degree in the business field. When courses have not been identified under a category, students should refer to the KCTCS catalog for additional instructions.

**KCTCS COURSES:**

**The General Education Core 33 hrs.**

Writing/Accessing Information.....	6 hrs.
(3) <i>ENG101 Writing I</i>	
(3) <i>ENG102 Writing II</i>	
Oral Communication.....	3 hrs.
(3) <i>COM181 Basic Public Speaking</i>	
Heritage/Humanities.....	6 hrs.
Social Interaction.....	9 hrs.
(3) <i>ECO201 Economics I (Micro)</i>	
(3) <i>ECO202 Economics II (Macro)</i>	
(3) <i>Choose one of the following courses: SOC101, PSY100 or PY 110</i>	
Sciences (1 course must include lab).....	6 hrs.
Mathematics.....	3 hrs.
(3) <i>MT150 College Algebra</i>	

**Additional General Education Requirements for the AA Degree 15 hrs.**

Heritage/Humanities.....	3 hrs.
Heritage/Humanities or Social Interaction.....	3 hrs.
(3) <i>Choose one of the following courses: SOC101, PSY100 or PY 110 (If you complete the sociology course to satisfy your social interaction component (above) you should take one of the psychology courses listed and vice versa.)</i>	
Science or Mathematics.....	3 hrs.
(3) <i>MA113 Calculus I</i> <b>or</b> (3) <i>MA123 Elementary Calculus and Its Applications</i>	
Computer Literacy.....	3 hrs.
(3) <i>CIS 100 Introduction to Computers</i>	
Additional Course to be chosen from the General Education Core.....	3 hrs.
(3) <i>STA291 Statistical Method</i>	

**Additional Courses for Completion of Framework 12 hrs.**

(3) <i>ACC201 Financial Accounting I</i>	(3) <i>BA267 Intro to Business Law</i>
(3) <i>ACC202 Managerial Uses of Accounting Information</i>	(3) <i>ENG203 Business Writing</i>

**Total Hours To Be Completed at KCTCS 60 hrs.**

**Total Hours To Be Completed at University 60-72 hrs.**

(Core/Major/Non-Business Electives as specified by each individual four-year institution)

**Total Hours for Degree 120-132 hrs.**

**In addition to the 60 hour framework above, students choosing to go to one of the following institutions can take the listed courses that will transfer to any of the business degree program(s) listed for that institution:**

- |  |   |
|--|---|
| <b>KSU:</b> BA 282 – Principles of Marketing                             | <b>MoSU:</b> BA 120 – Personal Finance (MoSU) |
| BA 283 – Principles of Management  | 7 hrs. of non-business electives (MoSU)       |
| <b>UofL:</b> PHI 120 – Introductory Logic                                |   |
| PHI 130 – Introduction to Philosophy <u>or</u> PHL 120 – Business Ethics |   |

**KCTCS and Kentucky Four-Year Institutions  
Proposed Business Framework (AA)**

**Additional Student Information**

- The Business Framework has been designed to assist students at KCTCS in planning their associate degree to apply toward the first two years of a baccalaureate degree in the field of business. This framework guarantees that, when a student takes all 60-hours of the framework and meets all admission and grade requirements, at least 60 hours of coursework will be transferred into any one of the business degree programs listed below at any public Kentucky university (degree offerings by university).

Eastern Kentucky University

Accounting  
Corporate Communication Technology  
Computer Information Systems  
Finance  
General Business  
Insurance  
Management  
Marketing

Kentucky State University

Business Administration

Morehead State University

Accounting  
Economics  
Finance  
Management  
Marketing  
Real Estate  
Computer Information Systems  
Business Information Systems

Murray State University

Accounting  
Business Administration  
Computer Information Systems  
Finance  
International Business  
Management  
Marketing

Northern Kentucky University

Accounting  
Business Administration  
Economics  
Finance  
Information Systems  
Management  
Marketing  
Sports Business

University of Kentucky

Accounting  
Decision Science & Information  
Systems  
Economics  
Finance  
Management  
Marketing

University of Louisville

Accountancy  
Computer Information Systems  
Equine Business  
Finance  
Management  
Marketing  
Business Economics

Western Kentucky University

Accounting  
Computer Information Systems  
Business Economics  
Finance – Financial Planning Option, Financial Management Option  
Management – General Management Option, Human Resource Mgt. Option  
Marketing – General Marketing Option, Sales Option

- Admission to the university does not guarantee that students will be admitted to the business program of their choice. Students should contact the university's College/Department of Business to get more detailed information on the program's course-grade and admissions requirements.
- Completion of the 60-hour framework assures the transfer of the designated coursework to one of the programs listed above at an institution offering the program. The additional institutional-specific courses listed will only be accepted toward the degree program at the institution indicated if the 60-hour framework has been completed.
- Students are required to ensure that, prior to enrollment, the four-year institution receives an official, final transcript.
- 100/200-level KCTCS courses outside this transfer framework will not be considered equivalent to a 300/400-level Business course at a Kentucky four-year institution. Such courses will only count toward a baccalaureate degree if the receiving institution validates the course.

**KCTCS and Kentucky Four-Year Institutions  
Business Framework (AS)**  
*(Adheres to the Kentucky General Education Transfer Policy)*

The following information has been designed to assist students at KCTCS in planning coursework for the first two years of a baccalaureate degree in the field of business. This 60-hour set of coursework can be transferred into any one of the degree programs listed below at any public Kentucky university. The general education requirements of the degrees in business are listed below. Specific courses that are listed under a category have been selected for students pursuing a degree in the business field. When courses have not been identified under a category, students should refer to the KCTCS catalog for additional instructions.

**KCTCS COURSES:**

**The General Education Core 33 hrs.**

Writing/Accessing Information.....	6 hrs.
(3) ENG101    Writing I	
(3) ENG102    Writing II	
Oral Communication.....	3 hrs.
(3) COM181    Basic Public Speaking	
Heritage/Humanities.....	6 hrs.
Social Interaction.....	9 hrs.
(3) ECO201    Economics I (Micro)	
(3) ECO202    Economics II (Macro)	
(3) Choose one of the following courses: SOC101, PSY100 or PY 110	
Sciences (1 course must include lab).....	6 hrs.
Mathematics.....	3 hrs.
(3) MT 150     College Algebra	

**Additional General Education Requirements for the AS Degree 15 hrs.**

Science or Mathematics.....	9 hrs.
(3) MA113     Calculus I <u>or</u> (3) MA123   Elementary Calculus and Its Applications	
(3) STA291    Statistical Method	
(3) Other     Science or Mathematics	
Computer Literacy.....	3 hrs.
(3) CIS 100    Introduction to Computers	
Additional Course to be chosen from the General Education Core.....	3 hrs.

**Additional Courses for Completion of Framework 12 hrs.**

(3) ACC201    Financial Accounting I	(3) BA267     Intro to Business Law
(3) ACC202    Managerial Uses of Accounting Information	(3) ENG203    Business Writing

**Total Hours To Be Completed at KCTCS 60 hrs.**

**Total Hours To Be Completed at University 60-72 hrs.**

**Core/Major/Non-Business Electives** as specified by each individual four-year institution

**Total Hours for Degree 120-132 hrs.**

**In addition to the 60 hour framework above, students choosing to go to one of the following institutions can take the listed courses that will transfer to any of the business degree program(s) listed for that institution:**

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| UofL: PHI 120 – Introductory Logic                                       |   |
| PHI 130 – Introduction to Philosophy <u>or</u> PHL 120 – Business Ethics |   |

**KCTCS and Kentucky Four-Year Institutions  
Proposed Business Framework (AS)**

**Additional Student Information**

- The Business Framework has been designed to assist students at KCTCS in planning their associate degree to apply toward the first two years of a baccalaureate degree in the field of business. This framework guarantees that, when a student takes all 60-hours of the framework and meets all admission and grade requirements, at least 60 hours of coursework will be transferred into any one of the business degree programs listed below at any public Kentucky university (degree offerings by university).

Eastern Kentucky University  
Accounting  
Corporate Communication Technology  
Computer Information Systems  
Finance  
General Business  
Insurance  
Management  
Marketing

Kentucky State University  
Business Administration

Morehead State University  
Accounting  
Economics  
Finance  
Management  
Marketing  
Real Estate  
Computer Information Systems  
Business Information Systems

Murray State University  
Accounting  
Business Administration  
Computer Information Systems  
Finance  
International Business  
Management  
Marketing

Northern Kentucky University  
Accounting  
Business Administration  
Economics  
Finance  
Information Systems  
Management  
Marketing  
Sports Business

University of Kentucky  
Accounting  
Decision Science & Information  
Systems  
Economics  
Finance  
Management  
Marketing

University of Louisville  
Accountancy  
Computer Information Systems  
Equine Business  
Finance  
Management  
Marketing  
Business Economics

Western Kentucky University  
Accounting  
Computer Information Systems  
Business Economics  
Finance – Financial Planning Option, Financial Management Option  
Management – General Management Option, Human Resource Mgt. Option  
Marketing – General Marketing Option, Sales Option

- Admission to the university does not guarantee that students will be admitted to the business program of their choice. Students should contact the university's College/Department of Business to get more detailed information on the program's course-grade and admissions requirements.
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- Students are required to ensure that, prior to enrollment, the four-year institution receives an official, final transcript.
- 100/200-level KCTCS courses outside this transfer framework will not be considered equivalent to a 300/400-level Business course at a Kentucky four-year institution. Such courses will only count toward a baccalaureate degree if the receiving institution validates the course.

# **THE GENERAL EDUCATION TRANSFER POLICY AND IMPLEMENTATION GUIDELINES**

**Eastern Kentucky University  
Kentucky Community and Technical College System  
Kentucky State University  
Morehead State University  
Murray State University  
Northern Kentucky University  
University of Kentucky  
University of Louisville  
Western Kentucky University  
Kentucky Council on Postsecondary Education**  
Revised July 2004

The General Education Transfer Policy  
and Implementation Guidelines  
~ Revised Policy 2004 ~

## Introduction

Staff of the Kentucky Council on Postsecondary Education performed a review of state policies facilitating the transfer of credits between public colleges and universities in the Commonwealth. Through this process a series of recommendations for improvement of the statewide transfer policies were developed. The Council of Chief Academic Officers (CCAO) met in July 2003 to discuss and support these recommendations. Upon approval by the Council on Postsecondary Education (July 2004), the policy will take effect spring semester 2005. A Statewide Transfer Committee is charged with the implementation and annual review of the revised policy.

The following guidelines represent approved enhancements made to the General Education Transfer Policy (1996). The spirit of the original policy—emphasizing the professional integrity of all public institutions in the acceptance of general education coursework between institutions—remains a key element of the revised policy. The updated guidelines will be in effect for all students admitted in the spring semester 2005, at which time they will replace the existing General Education Transfer Policy and Implementation Guidelines.

## The Policy on General Education Transfer:

- Emphasizes aspects of general education requirements that are common among public institutions in Kentucky and encourages completion of approved AA/AS transfer programs.



# Library Information Technology

Academic Certificate & Associate Degree Program

[Academic Certificate](#)

[Associate Degree](#)

[Fall 2006 Courses](#)

[Registration](#)

[Fees](#)

[BCTC Forms](#)

[Kentucky Virtual University](#)

[Bluegrass Community & Technical College](#)

## Associate of Applied Science Degree in Information Management & Design, Library Information Technology Option

This associate degree program prepares students for jobs as library technical assistants. The Library Information Technology option courses count towards certification for Kentucky public library employees.

### Admission

Students with prior college work should apply for Advanced Standing (Transfer) Admission.

Submit transcripts of all previous college work from other colleges and universities. Have official transcripts sent to: Bluegrass Community and Technical College Admissions, Room 200 Oswald Building, Lexington KY 40506-0235.

### Graduation Requirements

- \* Regardless of the length of time a student attends BCTC, a minimum of 24 credits for a degree must be completed in the Kentucky Community & Technical College System.
- \* At least 25 percent of the approved curriculum credits must be completed at the Bluegrass Community and Technical College.
- \* Students must have a cumulative grade point average of at least 2.0 (C) in order to be eligible for graduation.

### Curriculum

#### General Education Courses

- ENG 101 Writing I † \* 3
- ENG 102 Writing II † \* 3
- Mathematics Course † \* 3
- Science Course † \* 3
- Heritage/Humanities/Foreign Lang † \* 3
- Oral Communications Course † \* 3
- Social Interaction Course † \* 3

#### Information Management & Design Required Core Courses

- MD 100 Introduction to Information Systems † \* 3
- IMD 133 Beginning Web Design\* 3
- IMD 126 Introduction to Desktop Publishing \* 3
- IMD 150 Presentations \* 3
- IMD 210 Microsoft Office Applications\* 3
- IMD 235 Advanced Word Processing \* 3
- IMD 270 Professional Practices \*3
- IMD 275 Workplace Management \* 3
- COE 199 Coop Education or IMD 271 Office Internship \*3

† General Education Course  
\* Required Program Course

#### Library Information Technology Option Courses

Information Management & Design Majors with the Library Information Technology Option choose 15 credit hours from the courses within the Library Information Technology Option.

- LIT 115 Introduction to Reference Services\* 3
- LIT 124 Library Administration 3
- LIT 132 Library Technical Services\* 3
- LIT 243 Library Services for Children\*\* 3
- LIT 245 Library Services for Young Adults\*\* 3
- LIT 247 Library Services for Adults\*\* 3
- LIT 299 Selected Topics in Library Information Technology 1-3  
(may be repeated for up to 9 hours)

\* Required Program Course  
\*\*Select one of these three as a Required Program Course

Contact: Martha Birchfield, Professor  
Information Management & Design  
Bluegrass Community College  
201 A/T Building  
Lexington KY 40506-0235  
phone 859 246-6288  
phone toll-free 866 774-4872 x 56288  
email martha.birchfield@kctcs.edu  
http://www.bluegrass.kctcs.edu/LCC/LB/LIT





[To BCTC Home page](#)

# CET

[Link to CET Home page](#)

## Civil Engineering Technology Curriculum:

### First Year

#### Fall Semester

ENG 101 Writing I 3

MA 109 College Algebra 3

MA 112 Trigonometry 2

CAD 100 or ACH 185 Computer Aided Design 3

ACH 160 Building Materials and Construction I 3 (Fall Offering)

Social Interaction Course 3

#### Spring Semester

ENG 102 Writing II 3

CE 211 Surveying 4 (This course is offered at UK)

CET 150 Civil Engineering Graphics 3 (Spring Offering)

Oral Communication Course 3

Heritage/Humanities/Foreign Language course 3

### Second Year

#### Fall Semester

CET 220 Intermediate Surveying 4 (Fall Offering)

CET 260 Hydrology and Drainage 3 (Fall Offering)

ACH 225 \* Structures 3

Elective 3

Technical Elective 3

#### Spring Semester

PHY 211 General Physics 5

CET 210 Structural Analysis and Design 3 (Spring Offering)

CET 200 Civil Engineering Materials 3 (Spring Offering)

Technical Electives 6

Grand Total Credit Hours: 66

*\* The ACH 175 prerequisite for ACH 225 will be waived for CET majors, but MA 109 will be required*

#### Technical Electives

CET 280 Highway Design; 3 (Fall Offering)

CET 295 Independent Studies in Civil Engineering Technology, 1-4

CAD 200 Intermediate Computer Aided Design; 3

ACH 100 Construction Documents I; 3  
ACH 150 Construction Documents II; 3  
ACH 161 Building Materials; 3  
ACH 285 Computer Aided Drafting II; 3  
ACH 290 Building Codes I; 3  
ACH 291 Construction Management; 3  
ACH 292 Building Codes II; 3  
ACH 294 Specification Writing; 3  
ACH 297 Estimating Techniques; 3  
ACH 298 Computer 3-D Modeling; 3  
GIS 120 Intro. To Geographical Info Systems; 3  
Other course(s) approved by Program Coordinator

For Advising Contact:

**Mike Cooper**

**Program Coordinator; Civil Engineering Technology**

**320 Oswald Building**

**Lexington Community College**

**Phone: 859-246-6545 (56545 on campus)**

**Outside 859 area code call toll free: 1-866-774-4872 ext 56545**

**Fax: 859-246-4672 email: [michael.cooper@kctcs.edu](mailto:michael.cooper@kctcs.edu)**

*For questions about this page or to report problems, please contact Mike Cooper*

*Revised 1/4/06*