

Advising for Programs in the Computer and Online Technologies (COT) Division

COT Division Program Coordinators:

- Business Administration Systems (BAS)– Tammy Richie, Hazard Campus, FFC 213M
tammys.richie@kctcs.edu, 606-487-3117
- Computer & Information Technologies (CIT) – David Frazier, Hazard Campus, JCC 257
david.frazier@kctcs.edu, 606-487-3412
- Criminal Justice (CRJ) – Walter Smith, Hazard Campus, UCM/JCC 152
wsmith0031@kctcs.edu, 606-487-3303
- Health Information Technology (HIT) – Stephanie Vergne, Hazard Campus, FFC 213I
Stephanie.vergne@kctcs.edu, 606-487-3296
- Human Services (HMS) – Misty Frazier, Hazard Campus, FFC 213J
mfrazier0037@kctcs.edu, 606-487-3388
- Interdisciplinary Early Childhood Education (IEC) - Penny Smith, Hazard Campus, JCC 256
psmith0091@kctcs.edu, 606-487-3160
- Medical Information Technology (MIT) – Tammy Davis, Hazard Campus, FFC 213K
tdavis0085@kctcs.edu, 606-487-3250
- Visual Communications: Multimedia (VCC) – Natasha Watts, Knott County Branch, KOC 301
nwatts0003@kctcs.edu, 606-487-3582

Advising Information Across all COT Programs

- It is **imperative** that all technical students take at least one course each semester with the program they have listed as their major. This action helps with TEDS and Perkins accountability and funding.
- Direct students to review Program Information Sheets on Programs of Study (sometimes the program catalog contains in accurate information).
- Direct students to see the Program Coordinator of the program to make initial contact.
- A majority of all COT Programs are only available in the online format. Some programs have an in-person component. Students need access to a computer and reliable internet connection (home or school)
- Encourage all students to take 15 hours to finish on time.
- Please let any COT Program Coordinator know if you are advising a program major students so a check sheet with anticipated graduation dates can be kept up to date students who need to take the NOCTI exam at the end of the program can be notified.
- All programs have a capstone course that should be taken in the students last semester. (BAS 250; CIT 291; CRJ 295; HMS 250; IEC 291; MIT 295; and VCC 280)

Business Administration Systems

- If the student is transferring, students should take ECO 201 not ECO 101; Choose COM 181 not COM 252, and ACC 201 not ACT 101.

Computer & Online Technologies

- MAT 126 Technical Algebra and Trigonometry or higher fulfills the math requirement.
- The AAS requires approximately 66 hours to complete (22 courses).
- There are 2+2 CIT programs for those who are interested with Murray, WKU, and MSU.

Criminal Justice

- Students who complete 16-week basic training through DOCJT can receive 13 credit hours in KCTCS (10 hours related to CRJ). See Rules of the Senate, Section VI, Appendix C.
- Students can complete the AAS in CRJ and the BS in CRJ or Police Studies degree from EKU (at HCTC through UCM) in as little as four years. Course Sequence available.
- Additional information is located in the UCM.

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Health Information Technology

- Selective Admissions Program, the deadline to apply February 1 of each year; students are selected late March/early April.
- Pre-requisites: all developmental type courses; Introduction to Computers; Anatomy & Physiology I (BIO 137 OR BIO 135); Medical Terminology preferred.
- Interested students **MUST** contact Stephanie Vergne or Tammy Davis as this fulfills the interview/pre-conference criteria outlined in the Rules of the Senate.

Human Services

- If a student plans to transfer to Lindsey Wilson in BA in Human Services, students should follow the AA check sheet (HCTC HMS Courses do not transfer to LW). If students plan to transfer to UK in Bachelor Arts in Social Work (SWK), they should be directed to the HMS Program Coordinator. To avoid duplication, the student can reverse transfer back to the HMS program.

Interdisciplinary Early Childhood Education

- Early Childhood Development Scholarship – for students currently working in the field (either public preschool, licensed or certified child care, head start staff are only eligible if training funds are not available.)
Go to www.kentuckypartnership.org for more information. *Let them know that IEC classes count towards their 15 hours of required annual training.*
- Does the student have a current Commonwealth Child Care Credential (CCCC) or Child Development Associate (CDA) credential? If so, and they did not take college coursework to obtain these credentials, those credentials will articulate into the following courses: CCCC-credit for IEC 101 (after successfully completing one semester); CDA-credit for IEC 101, IEC 102, and IEC 190 (after successfully completing one semester)
- The Director's credential is a state issued credential which is equivalent to the KCTCS Early Childhood Administrator's certificate. The student is eligible for both if they have IEC 101, IEC 102, IEC 240 and IEC 230 or BAS 200. The Director's credential is required for some staff currently working in the field.
- Four-year college/university transfer Bachelor's degree in Early Childhood or become a certified preschool/ kindergarten teacher options. Campbellsville University accepts all KCTCS coursework towards their Bachelor's degree. The University of the Cumberlands accepts all KCTCS coursework towards their Bachelor's degree plus it is ALL ONLINE. ECU has an all online program in Child & Family Studies.
- Let NEW students know that they can earn the above mentioned state or national credentials as well as the KCTCS certificates after taking the following courses:
 - IEC 101-Commonwealth Child Care state credential and Kentucky Child Care Provider (KCTCS certificate)
 - IEC 101, IEC 102, and any third IEC Course-Child Development Credential (national) and Child Care Assistant (KCTCS certificate)
 - IEC 101, IEC 102, IEC 240, IEC 230 or BA 200-Director's Credential (state) and the Early Childhood Administrator's certificate (KCTCS).

Medical Information Technology

- There is an Excel MIT check list available in the Advising Resource Area. If you go to that area, scroll down to the Program Information Sheet. Under that, look for Medical Information Technology. Directly below that, you will see the MIT Checklist. Click and you will be prompted to open an Excel file. This checklist contains notes about recommendations when students should take certain courses, as well as what semesters the course is offered at Hazard. You'll note at the bottom of the file there are Excel sheets for Degree, Diploma, and Certificate options, and a Helpful Tips sheet.
- When advising make sure that the student's academic plan in PS is listed as MIT. Also, the student **MUST** have a sub plan listed. The MIT program has 5 degree tracks for students to choose. Students can (and usually do) graduate in multiple tracks, but one track **MUST** be identified in the sub plan area in PS.
- The program can be completed 100% online. For General Education courses, students do have the option to complete those in-person if they wish (Technical Core and Track courses are only available online).
- For students wishing to transfer to a 4-year institution, Midway and WKU have programs (online) available that relate to this field.
- The MIT 295 Capstone course should only be taken during the student's last semester.

Visual Communications: Multimedia

- Students will need an Adobe Creative Cloud license in second year courses.
- Most students use MACS, but PCs can be used.

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If students are interested in any technical program, they should always take a first course in that program to see if they would be interested in that field of study. Below are first class options and first-semester class options for each of the COT Programs.

It is **imperative** that all technical students take at least one course each semester with their identified program of study.

First Class Options:

- BAS – BAS 160
- CIT – CIT 105
- CRJ – CRJ 100
- HIT – HIT 100 and HIT 105 (*Selective Admissions, must have permission numbers/Program advisor signature)
- HMS – HMS 101
- IEC – IEC 101
- MIT – MIT 104
- VCC – VCC 100

First Semester Class Options for NEW Students (these listings do not consider students who are not college-ready):

- BAS
 - ENG 101
 - BAS 160
 - CIT 105
 - MAT 105, 110 or higher
 - Oral Communications
- CIT
 - CIT 105
 - A second CIT may also be taken*
 - ENG 101
 - MAT 126 or higher
 - Science Course
 - Oral Communications
- CRJ
 - CRJ 100
 - CRJ 202
 - PSY 110
 - CIT 105
 - ENG 101
- HIT - (Must be accepted into HIT Program)
 - HIT 100
 - HIT 105
 - ENG 101
 - MIT 103
 - MAT 150 or MAT 110
- HMS
 - HMS 101
 - HMS 102
 - PSY 110
 - ENG 101
 - Science Course
- IEC
 - IEC 101
 - IEC 102
 - ENG 101
 - PSY 110
 - Science Course
- MIT
 - CIT 105
 - OST 110
 - MIT 103
 - MIT 104
 - Gen Ed (or developmental course)
- VCC
 - VCC 100
 - VCC 110
 - VCC 166
 - CIT 105
 - General Education course

**depending on students background*