

College for **T**echnical **E**ducation

A division of:



Student Catalog

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Come to Learn ... Leave to Earn

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Revisions

This print version of the Student Handbook and Catalog is subject to revision at any time. For the most recently updated information regarding policies and procedures, please refer to the online School Catalog at www.cte.edu.

Message from the CEO

Welcome to Employment Solutions-College for Technical Education

If you are a new student or considering enrollment in a particular program, this Handbook will serve as a guide to the policies and procedures of the school.

The faculty and staff of Employment Solutions-CTE are here to help you to become successful. We ask that you do your best and that you believe in yourself.

We take pride in providing students with education and training that is affordable, practical and leads to employment.

The faculty and staff all encourage you to take advantage of all the opportunities that are available to you at Employment Solutions-CTE.

Sincerely,

Rick Christman
CEO

Our Mission

The mission of Employment Solutions - College for Technical Education is to assist people with barriers to employment to become self-sufficient.

Our Focus

In furtherance of its stated mission, the primary focus of the College for Technical Education is to provide education and support that will enable students to obtain lifelong careers in personally rewarding occupations.

History

- The College for Technical Education is a division of Employment Solutions, Inc.
- Employment Solutions, Inc. was formed in 1982 as a private 502 (c) (3) organization that is governed by a 12-member Board of Directors and was originally known as Metro Industries
- The Center for Training and Employment, now known as the College for Technical Education, was opened in February 1997 in the Woodhill Center.
- In October 2000, Employment Solutions purchased the Gainesway Shopping Center at 1165 Centre Parkway.
- In February 2001 the College for Technical Education, Bluegrass Career Services, and Employment Solutions Personnel relocated to the Gainesway Shopping Center.
- In 2006 the College for Technical Education received its full accreditation through the Council on Occupational Education.
- 2011-Approval through the Kentucky Council on Postsecondary Education.

Accreditation

CTE is accredited through the Council on Occupational Education and is licensed through the Kentucky Council on Postsecondary Education.

Facilities

The campus of CTE is located at 1165 Centre Parkway in Lexington, Kentucky within an 85,000 square-foot building complex formerly known as the Gainesway Shopping Center now known as Solutions Centre. Solutions Centre is owned by Employment Solutions, Inc.

All of the parking on campus is free of charge for the faculty, staff, students and visitors.

Saute Café, Textures Salon, Bluegrass Career Services (BCS), Employment Solutions Personnel (ESP) and Country Couzins daycare are also located within Solutions Center and are divisions of Employment Solutions Inc.

Family Educational Rights and Privacy Act of 1974

FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99.

The Family Educational Rights and Privacy Act of 1974 became effective November 20, 1974. The act denies federal funds to any institution that does not allow parents access to their children's files. Parents must be allowed to inspect and review all materials that are incorporated into each student's cumulative record. Parents must be granted a hearing to challenge the contents of the records if requested. After a student reaches age 18 or is attending an institution of postsecondary education, the rights that were the parents accrue to the student. The parent's rights cease when the student reaches the age of 18. At that point all information can only be released to the student, or to whomever the student designates as being authorized to receive that information. Authorizations must be in writing and signed and dated by the student. For more information, contact the College Director.

Equal Opportunity

CTE does not discriminate on the basis of race, color, national origin, sex, disability, age, marital status and religion in admission to occupational programs, activities and employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), and the Americans with Disabilities Act of 1990 and shall provide, upon request by a qualified disabled individual, reasonable accommodations including auxiliary aids and service necessary to afford individuals with a disability and equal opportunity to participate.

Admissions

Admissions Process

Students must be at least seventeen and a half years of age, have an appropriate funding source and possess a desire to become successful in their chosen field of study. Depending upon the program selected, various other admissions criteria may apply.

As of July 1, 2012, all students must possess a High School diploma or GED prior to admissions. Prior to July 1, 2012 students may be admitted in some programs as an ATB student. ATB is defined as Ability to Benefit and carries its own procedures for admissions.

All prospective students must complete all admissions paperwork and Financial Aid prior to the admissions deadline. Admissions deadlines are approximately one week prior to the start date of the program. Students must complete a questionnaire, enrollment agreement and high school/GED verification. Depending upon the program, additional documentation may be necessary to complete the application process. The Director of Admissions may require a student to sit in front of an admissions panel before being accepted into a program

All enrollments are based on a first come, first served basis. If a desired program is full, students will be placed on a waiting list for the next available start date.

All students are required to attend a mandatory new student orientation prior to the first day of class.

In order to help provide a maximum opportunity for success, students should consider their own background and interests before selecting a program of study. A criminal background may make it difficult or even impossible to obtain employment in certain professions. Accordingly, potential students with criminal backgrounds, who lack sufficient academic skills or with other issues that would typically disqualify them for employment, may be discouraged from or even denied admission in certain programs.

Acceptable Verification of High School diploma/GED receipt:

- A transcript of subjects and grades showing the applicant has completed through the 12th grade of an accredited high school.
- G.E.D. test grades/transcript (you may call Frankfort at 502-573-5114 to retrieve an official copy)
- An official copy of the student's high school diploma may be presented as verification.

Enrollment

All students are actively enrolled effective on the first day of class. All arrangements must be made prior to the admissions deadline for payment of tuition, fees and books.

Initial Two-Week Cancellation Policy

Within the first two-weeks of enrollment new students are permitted one (1) excused absence or no more than two tardies for any reason. To be excused, the student must call-in to the instructor on the morning of the absence with an acceptable explanation prior to 9:00AM. Documentation of the explanation (doctor's note, etc.) will be required. More than one excused absence, more than two tardies for any reason or any instance of a "no-call, no-show" within the initial two-weeks will result in the cancellation of enrollment.

Other factors during the initial two-weeks of enrollment may also result in cancellation which includes inappropriate behavior or poor academic performance. In such instances the cancellation will be at the discretion of the Student Review Board.

Cancelled students will not be considered as having been enrolled and will not be charged for tuition or fees provided all materials issued are returned. (Tools, kits, books, etc.) Students not returning these items may be charged for these items.

The purpose of the Cancellation Policy is to ensure that enrolled students can reasonably expect to complete their program of study and become employed. Cancelled students are encouraged to reapply as soon as their circumstances have improved to the point that they can successfully complete their program of study.

Transfer Between Programs within the Institution

- Students wishing to change a program must complete a change of program form and speak to the Director of Admissions before they are eligible to switch programs.
- Program changes can only occur at the start of a program start.
- In order to be eligible to transfer programs, a student must be in good standing in their current program and must have demonstrated regular attendance.
- Students with poor attendance or have been disruptive in their current program are not eligible to be transferred.
- The accepting program instructor must approve the transfer.
- Transfers are based on seat availability. (availability may vary based on program)

- The final decision as to whether or not a student may change a program will be made by the Director of Admissions.
- Students changing programs must meet with the Financial Aid office prior to the admissions deadline for the new program.

Transfer of Credit from Other Institutions

If a student has attended another institution and would like to have their credits reviewed for transferability into a program at CTE, the following must be provided:

- An official copy of the transcript sent directly from the previous institution to the College for Technical Education.
- Official descriptions from the previous institution, of the courses to be transferred.

To be transferable, a course must meet the objectives of a course also being offered at CTE. In some cases, more than one course may be needed to make up the objectives of one CTE course. Courses taken at another institution must have earned a grade of “C” or better to be considered transferable.

Transferred coursework must be submitted and evaluated prior to the start of the program. There is no guarantee courses will transfer after the start of school.

The decision as to the transferability of a credit from another institution is at the sole discretion of the CTE Registrar.

Multiple Program Enrollment Policy

Any student wishing to enroll into another program upon completion of their first program may do so if they have a current CGPA of a 2.5 or higher. They must also get a letter of recommendation from their previous lead instructor stating that they are in good standing. The student who has enrolled into the second program must attend the new student orientation that is required for that start and also comply with any other admissions requirements. It is at the discretion of the Director of Admissions if the student is accepted into the second program.

If a student has completed one program and has entered a second and wishes to enroll in to a third, they **MUST** complete the second program before consideration.

Students must wait 90 days after their graduation of the second program before they can meet with the Student Review Board (SRB). The purpose of the SRB meeting is to discuss the student’s request to enroll into a third program. The SRB will also discuss with the student their current debt/loan amount. The SRB will consider any attendance/ grade problems. It is at the discretion of the SRB if the student is accepted into the program and if/when they will start classes.

Re-Enrollment Procedures

1. Any student who has withdrawn, dropped, or has been dismissed due to academics and/or attendance and wants to re-enroll must meet with the Director of Admissions for approval of re-enrollment.
2. Once the Director of Admissions approves the student for enrollment, the student will set another appointment to complete paperwork and to choose the next start date. (The next start date must be at least two days after initial appointment)
3. The registrar and Financial Aid officer will be notified of the re-enrollment. The registrar will complete the returning student form and submit the form to the lead instructor for their signature.
4. The student must set an appointment with the Financial Aid office to determine eligibility for remaining tuition and fees.
5. The student **MUST** attend their 2nd appointment with the Director of Admissions in order to start classes. The DOA will present the new schedule and start date to the student who will then sign with approval. Once the student signs the form and adheres to the FFA department's requests, the student may attend orientation.
6. ALL Re-enrolling students must attend orientation regardless of how long the student has been out of class (i.e.: 1 week or 2 years)
7. Once the student attends orientation, they are able to start classes; however, they will be required to adhere to the 2-week initial cancellation policy that all new students must follow.

A note regarding re-enrollment:

- If a student misses any of their appointments scheduled, they will need to apply for the following start date.
- If a student does not attend orientation, they must start the re-enrollment process over from the beginning.
- If a student who has re-enrolled is cancelled in the first 2 weeks, they must wait at least 30 days before starting the re-enrollment process.
- The Director of Admissions holds the right to refuse any application, at any time.

Auditing classes

If a student has graduated or received a certificate of completion from a program and their program has recently been through a course change, the student may audit one of the new classes being offered in the program. Students may also audit classes that they previously graduated and wish to refresh their education. Auditing may also be approved for clients of Bluegrass Career Services or Employment Solutions, Inc. with preference given to prior students of the College for Technical Education.

- Auditing students pay all costs of books and fees associated with the module they will be auditing.
- Auditing does not award credit.
- Classes are approved for auditing only when it is offered on campus.
- All auditing is done on a first come/first served basis
- A maximum of two auditing students is permitted per module, but may be limited to zero depending on space availability.
- Requests for auditing must be made through the recommendation of the Director of Admissions and program lead.
- All auditing must be taken within two years of graduation/completion.
- Those who wish to audit courses are subject to the same policies, procedures and conduct of regularly enrolled students.

Ability to Benefit (ATB) (Not applicable after July 1, 2012)

Students who do not have a HS diploma or GED and wish to enroll into a Title IV eligible program may receive Federal Financial Aid (FFA) through the Ability to Benefit (ATB) program, which requires successfully passing the ATB test.

Students enrolled under the ATB program are required to work towards attaining his/her GED per the process established by the school.

Students must make every attempt for attainment of regular progress while they are enrolled in school. Although receiving your GED is not a graduation requirement, it is greatly encouraged to enhance the likelihood of training-related employment.

Through a cooperative arrangement with the Bluegrass Community and Technical College, Adult Basic Education classes are available to potential students who wish to prepare for the ATB test or obtain a GED prior to enrollment.

After July 1, 2012, all students who wish to be eligible for Federal Financial Aid Title IV Funding, must have their high school diploma or GED to enroll with the College for Technical Education. This is according to the Federal Law.

Financial Aid / Business Office

Tuition and Fees as of March 1, 2012

Program Name	Hours/Credits	Tuition	Fees	Total Costs
Administrative Assistant	975/38	\$9500	\$291	\$9791
Building Trades Tech	900/46	\$9500	\$1740	\$11240
Business Office Administration	900/36	\$9500	\$725	\$10225
Food & Hospitality Professional	900/35	\$9500	\$3450	\$12950
Cosmetology	1800	\$13800	\$1300	\$15100
Medical Assistant	942/48	\$9500	\$1350	\$10850
Nail Technology	600	\$4,600	\$700	\$5300
Early Childhood Education	930/44	\$9,500	\$710	\$10210

All students are required to pay all tuition and fees when due. Tuition and fees are subject to periodic review and adjustment.

Refund Policy

Refunds shall be made within 30 days of either notice of withdrawal by the student to the school or from the date the school terminates the student. Refunds, when due, do not require a request from the student.

Refund Schedule

The following refund schedule shall apply to students who leave CTE prior to completion of training:

- After the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund 90% of the tuition;
- After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund 50% of the tuition;
- After the first 25% of the period of financial obligation and until the end of the first 59% of the period of obligation, the institution shall refund 25% of the tuition; and,
- Upon 60% of the period of financial obligation, the institution may retain 100% of tuition.

Please note: All fees are non-refundable

Federal Student Financial Aid (Title IV)

Financial Assistance is available to those who qualify. Students must complete the Free Application for Federal Student Aid (FAFSA) to establish eligibility for Federal Financial Aid. Financial Aid includes Federal Pell Grant along with Federal subsidized and Federal unsubsidized federal student loans. All Federal Financial Aid (FFA) paperwork must be complete prior to the admissions deadline. To complete this application any student may go to this website: www.fafsa.ed.gov.

Students receiving Federal Financial Aid must have a high school diploma, GED, or meet the Ability to Benefit (ATB) criteria. After July 1, 2012, all students are required to have a high school diploma or GED prior to admissions for all programs.

Students asked to provide verification for Federal Financial Aid (FFA) must be able to provide the requested documents. Failure to produce the requested documentation in a timely manner may result in the ineligibility or loss of FFA.

It is understood that funds dispersed through the Federal Student Financial Aid (Title IV) program, must be repaid by the student after the allotted grace period. Students are advised on this during the application through FAFSA and also during new student orientation.

Students are personally responsible for additional payments of replacement materials, tuition costs and fees when applicable.

Cash Paying Students

Students, who are required to make cash payments towards their education, must make payments on time. After a payment is 14 days late, a student may be withdrawn from the college. Please see your Financial Aid advisor for any questions or concerns.

Payment for Failed and/or Repeated Modules

CTE will allow any module that is not successfully passed to the satisfaction of the program policies, to be retaken one time, at no additional of charge. After two failed attempts, students will be charged an additional fee at the rate of \$100.00 per credit at the student's expense. If a student fails the same module three (3) times, the student may be terminated. Also, if the number of repeated modules put the graduation date beyond the 150% maximum achievement timeframe, the student will be terminated.

Academics

Days and Times of Training

Depending upon your selected program, classes at CTE are normally held Monday through Friday, between 8:30 a.m. and 4:30 p.m., year-round. See the schedule of class times to follow for more information pertaining to specific programs.

Program	Days of attendance	Times	Hours per week
<i>Administrative Assistant/ Business Office Administration</i>	Monday-Friday	Monday-Thursday (8:30AM-3:00PM)* Friday (9:00AM- 12:00PM) *	25
<i>Building Trades Technician</i>	Monday Thursday	8:30AM-3:15PM*	25
<i>Food and Hospitality Prof.</i>	Monday-Thursday	8:30AM- 3:45PM*	25
<i>Medical Assistant</i>	Monday-Thursday	8:30AM-3:15PM*	25**
<i>Cosmetology</i>	Monday-Saturday (students are in class max 5 days per week)	Mon 9:00AM-1:00PM, * Tuesday- Friday 9:00AM-4:30PM* Saturday 8:30-4:00*	32/35 Varies by number of hours student has obtained.
<i>Nail Technology</i>	Tuesday-Saturday	8:30AM-4:00PM	35
<i>Early Childhood Education</i>	Monday-Friday	9:00AM-3:30PM	30**

*Lunch breaks vary per program

**Hours may vary during externship module

Academic Calendar

The CTE academic calendar is based on the semester system; however, students may enroll at any time during the year. CTE utilizes a rotational admissions process, which allows classes to start every three to twelve weeks. Graduation ceremonies are held quarterly.

Absenteeism

In the event of being absent, students are required to contact their instructor and/or the Student Services Coordinator prior to the start of class. Each program of the College for Technical Education has an individual attendance policy for work that may be made up after an absence. Students who receive Federal Financial Aid Title IV must adhere to attendance requirements of 90%. Please note that Federal Financial Aid Title IV funding does not differentiate between excused and unexcused absence. Students who do not receive Federal Financial Aid Title IV funding must be in attendance a minimum of 70%. Time out of class regardless of the circumstance is time away from class and counted towards absence. (Please refer to Incomplete Grades and Standards of Academic Progress.)

Academic Counseling

Student's instructors will meet with you on request to discuss their progress and to offer suggestions in order to help students deal with any problems that might prevent them from completing their training or that might keep them from obtaining employment.

Work-Based Component

All programs at CTE have a work-based component. During the course of enrollment, students will be placed in actual work settings to gain an understanding of real-world experiences. Students are placed in work environments based on their interests and abilities. Employers evaluate student performance and make recommendations for improvement.

Grading/Grade Point Average

Each course within a program is graded on a four- point quality scale as follows:

Level of Competence	Grade	Numerical Value	Quality Points
Excellent	A	90-100	4
Above Average	B	80-89	3
Average	C	70-79	2
Below Average	D	60-69	1
Failing	F	0-59	0

The Medical Assistant program uses the following four-point quality scale for each course:

Level of Competence	Grade	Numerical Value	Quality Points
Excellent	A	93-100	4
Good	B	84-92	3
Fair	C	76-83	2
Failing	F	0-75	0

The Cumulative Grade Point Average (CGPA) is used to determine students' progress toward their completion of academic study. The GPA is calculated by dividing the total quality points completed by the total number of credits hours attempted.

Students will be required to pass all required courses/modules in order to graduate. All failed classes will be required to be repeated. Failing a course/module will extend the graduation date and a new graduation date will be calculated. (A failing grade is an "F" with the exception of Medical Assisting which is a "D".)

Incomplete Grades

A student may receive a grade of “I” or “Incomplete” when a student is unable to complete a course during the academic period/module. Incompletes are only granted upon unanticipated circumstances or if a Federal Financial Aid Title IV eligible student does not achieve a 90% rate of attendance for the module. Students may make up the missed time with their instructor, producing classwork that applies to the module that is incomplete.

In all cases, the student has until the final week of the subsequent module to achieve a grade in the previous module, thereby removing the “Incomplete” status. If a student does not make up an “I” within the following module and is slated to receive an “Incomplete” for the present module, the student must attend a SRB to determine if the hours are possible for make up. If they are not, the student may need to withdraw from school. If it is a possibility to make up the hours, consideration will be made for the student’s continuance.

Credits for incomplete courses will be counted as credits attempted but not earned during the module. An “I” does not impact the overall GPA/CGPA of the student. An incomplete grade not completed by the end of the subsequent module, will be changed to the earned grade and will be included in the calculation of the CGPA.

Standards of Academic Progress (SAP)

- **Maximum Achievement Time Frame:** Students must complete their program within the maximum time frame. The maximum time frame is a period not exceeding 1.5 times (or 150%) the normal length of the program, as measured in hours. Students must also have completed at least one half of their course work as measured in credit hours at the midway point between enrollment and the maximum time frame. Please note that Cosmetology has a maximum allotted time frame of 14 months for completion for students who enter the CTE program with zero hours posted with the state licensure board. Cosmetology students who enter the program with transferrable hours will be reviewed individually to determine maximum time allotted for completion.
- If CTE determines that a student’s graduation date will exceed the maximum time frame (150%), CTE reserves the right to termination.
- **Minimum GPA:** After the completion of the 12th week, students must maintain a grade point average of not less than 2.0. Students with CGPA less than 2.0 will be placed on academic probation. Students, who have completed 12 weeks of enrollment with less than 2.0, may also be subject to a Student Review Board for determination of status. Students will have one module to show academic progress towards the removal of academic probation. At that time, a Student Review Board may be necessary to determine status of enrollment.

- Students who have a start date after July 1, 2011 must complete each module with a minimum of 90% attendance. Students who receive an “I – Incomplete” may not graduate without the makeup hours. Students who are not eligible and/or do not receive Federal Financial Aid Title IV funding must have a 70% attendance rate per module. Students who fail to meet the attendance expectations will be put on academic/attendance probation and appear before the Student Review Board for progress review.
- Notice of failure to meet Standards of Academic Progress (SAP) (CGPA) may be provided in writing.
- Students who complete the program with less than a 1.5 GPA will not receive a Graduation Certificate, but may receive a Certificate of Completion upon obtaining training related employment.

Academic Probation

Students are placed on academic probation when their cumulative GPA falls below the standard for academic progress, SAP. Students will remain on academic probation until minimum standards of academic progress are met. Not meeting SAP may result in loss of Federal Financial Aid or termination of enrollment.

Failed/Repeated Modules

Students will be required to pass all required courses/modules in order to graduate. All failed classes will be required to be repeated. Failing a course/module will extend the graduation date and a new graduation date will be calculated. (Grade of “F” is failing for all programs)

If a student fails the same module three (3) times, the student may be terminated. Also, if the number of repeated modules put the graduation date beyond the 150% maximum achievement timeframe, the student will be terminated.

Student Withdrawal.

Student's wishing to withdraw from school must do so officially through the Student Services Coordinator offices. Be it known that students who withdraw from school will be subject to Federal Financial Aid Title IV regulations, if applicable. Students who withdraw from school are also subject to any and all other regulations as written in this catalog, in regards to re-enrollment at a later date. Students who do not officially withdraw may be withdrawn without consent, based on Federal Financial Aid Title IV funding policy.

Students may request a leave of absence (LOA) based on extenuating circumstances. A LOA from the school, can be granted only if all proper

documentation is received in a timely manner by the Student Services Coordinators office. LOA's are only granted upon completion of necessary paperwork and approved documentation.

Life Skills Instruction

Students have an opportunity and are encouraged to participate in a variety of human-development/life skills education sessions at CTE. These sessions are organized and operated by Bluegrass Career Services. These sessions have included information on proper nutrition, substance abuse, personal budgeting, parenting skills, grooming, first-aid, and crisis intervention. Students also spend time learning how to listen to others, how to deal with difficult people, how to relate to people with different backgrounds, and other job-related topics. Prospective employers assist staff in providing life skills instruction throughout the academic year.

Graduate / Completer Expectations

Honors Graduates

Students who complete their program with a GPA between 3.5 and 3.79 will graduate with Honors. Students who complete their program with a GPA of 3.8 to 4.0 will graduate with Highest Honors.

Transcripts

Students who complete a program of study shall receive a Graduation Certificate and may request an official transcript at no cost. Students who terminate from a program before completion will be entitled to receive a transcript of all grades. The transcript contains the name of the program enrolled, a listing of competencies, the beginning and ending dates of training, and all grades earned. For more information contact the Registrar or College Director.

Copies of student files are also available. A fee of \$15.00 is required to process the request.

Completer Certificates

CTE's philosophy is that true completion occurs when an individual is placed on a job. Students are encouraged to complete a full course of training, which will provide them with the skills needed for the job market.

To qualify for completer status the student must have successfully completed no less than 75% of the curriculum and becomes employed in a training-related

occupation. Verification of employment should be received within ninety (90) days for review. Documentation may include, but is not limited to, statements from the employer with the description of the position on letterhead or a new hire letter. Please see the registrar for documentation review and suggestions. All completed documentation is subject to additional review for approval. Completer-status students do not receive graduation certificates, but are eligible to receive a Certificate of Completion. Students with Completer Certificates will not be eligible to walk in graduation ceremonies. Due to the nature of the State Licensure Board of Cosmetology, completer certificates are not available for the Cosmetology program.

Graduates

A student is eligible for a Graduate Certificate when he/she has completed all of the competencies outlined in the course description within 150% of the hours stated in the course description. Students who complete the program with less than a 1.5 GPA will not receive a Graduate Certificate, but may receive a Certificate of Completion upon attaining training-related employment.

Graduation Meetings/Exit Surveys

Students who are in their last module of classes are required to attend a mandatory graduation meeting, prior to being eligible to graduate. Graduate meetings, which also may be referred to as exit meetings, are a chance for the student to evaluate the program, the school and the faculty. Additionally, information is provided to the upcoming graduate about their continued commitment to the job search process. Students who do not attend a graduate meeting will NOT be eligible to graduate.

Students wishing to attend the formal graduation ceremony are required to have attended the graduate meeting and to attend the mandatory dress rehearsal prior to the ceremony.

Student Rights, Responsibilities and Resources

Code of Conduct

Students are expected to conduct themselves in a professional and business-like manner at all times. The following Principles of Conduct are to be observed:

- Perform to the highest level possible
- Maintain a high degree of personal honesty
- Follow established policies and procedures
- Maintain satisfactory academic progress

The following examples of conduct or behavior are considered unacceptable and inappropriate and will be referred to the Student Review Board. Please note that individual programs may have additional expectations of conduct. These principles will be discussed/reviewed in orientation or class.

- Excessive absenteeism or tardiness
- Unauthorized use of supplies and/or equipment
- Signing in or out for other students/trainees
- Testing positive for traceable amounts of alcohol or illegal drugs
- Sale or possession of illegal drugs or alcohol.
- Fighting or threats of violence
- Obscene, abusive or threatening language.
- Violating non-discrimination or sexual harassment policies
- Any theft, including unauthorized borrowing of property
- Possession of concealed weapons.
- Creating a disturbance or in any way disrupting or interfering with the training of others
- Inappropriate or offensive dress
- Leaving the campus and/or extern/internship job-site, without notifying the instructor
- Showing disrespect to instructors or staff
- Cellular phone use in the classroom
- Plagiarism in any form.
- Infringement of Copyright regulations

Student Review Board

All students are expected at all times to conduct themselves in a manner that would customarily be expected of employees at a business or other organization. Students are provided with a code of conduct and agree to adhere to such, as outlined in the student handbook and individual program policies and procedures.

If a student is found to be in violation of conduct code, a student review board may be scheduled. Student Review Boards may also be convened for the purpose of administrative or academic review. The Board may consist of the School Director, Admissions Representative, Student Services Coordinator, the student's Instructor(s) and any other staff or faculty member who is familiar with the incident.

The Student Review Board meeting will consist of two parts: fact-finding and deliberation. During the fact finding phase all of the facts and circumstances surrounding the incident will be presented. The student will be offered ample opportunity to present his/her description of the incident either in writing or in person. Immediately following the fact finding phase the members of the Board will meet to render a determination of action

The determination of the Board may include any of the following: exoneration, probation, suspension, expulsion or other any other sanction deemed appropriate. Documentation of the discussion may be kept in the student's academic file.

In the event a student displays extreme disruptive behavior in class or around campus, acts out or implies hostility or harm to other students or otherwise is considered to be a detriment to the health or safety of others on campus, either the Student Services Coordinator or the School Director are authorized to suspend the student for a period of up to three days.

The proceedings of the Student Review Board will be kept confidential to the extent feasible.

Reasonable Accommodations

CTE strives to provide program accessibility and reasonable accommodations for persons defined as disabled in Section 504 of the Rehabilitation Act of 1973. CTE provides evaluation of individual needs and appropriate support for persons identified as disabled. Students with disabilities have the responsibility of informing CTE staff of their disabilities during the admissions process so that their needs can be appropriately assessed prior to enrollment in the program. Students may request reasonable accommodations at any time during the enrollment period.

Grievance Procedure

Any student with an unresolved complaint may file a written grievance with the program Instructor. The Instructor will review the grievance and respond in writing within five working days of receipt of the grievance. If the grievance cannot be resolved to the satisfaction of the student, the student may choose to forward the complaint to the College Director. The College Director will review and investigate the grievance. All further action taken as a result of the grievance will be based upon the written findings and conclusions. The College Director shall respond in writing within five working days as to the manner in which the situation should be handled. If the student feels the grievance has not been handled to his/her satisfaction, then he/she may contact the CEO of the College for Technical Education. If at that time, the student does not feel their grievance has been handled to their satisfaction, the Council on Occupational Education at the following address and/or the Kentucky Council on Postsecondary Education:

**Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
(770) 396-3898
1-800-917-2081
FAX (770) 396-3790
www.council.org**

**Kentucky Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort, Kentucky 40601
(502) 573-1555
FAX (502) 573-1535
<http://Cpe.ky.gov>**

Electronic Media Policy

Employment Solutions owns the College for Technical Education's electronic media resources, including its computers and e-mail, Internet equipment and systems. Student users should not expect privacy in their use of any of these resources, and Employment Solutions/CTE may monitor that use by anyone, at any time, for any reason and without prior notice. Accessing, downloading, uploading, saving or sending sexually explicit or otherwise offensive materials; using vulgar, sexist, racist, threatening or demeaning language; disclosing confidential information without authorization; sending chain letters; gambling; and conducting illegal activities are all strictly forbidden. Violations will result in suspension and referral to the Student Review Board for additional sanctions, which may include expulsion.

Reproduction of Copyrighted Works

The making of an electronic or paper copy of a copyrighted work by any means (photocopying, electronic reproduction, scanning, digitizing, etc.) constitutes reproduction that is governed by copyright law. The copyright principles that apply to the use of copyrighted works in electronic environments are the same as those that apply to such use in paper environments.

The reproduction or copying of a work subject to copyright protection typically requires the permission of the copyright owner. However, the copyright law recognizes that in certain situations, copyrighted work may be reproduced without the copyright owner's consent. One such situation is where the doctrine of "fair use" applies.

The following four factors must be considered for determining "fair use"

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
- The nature of the copyrighted work

- The amount and substantiality of the portion used in relation to the copyrighted work
- The effect of the use upon the potential market for or value of the copyrighted work.

This information is included in the student catalog, codes of conduct, in addition to e-mail and/or paper disclosures.

Any unauthorized and verified distribution of copyrighted materials will be handled by the College Director and a disciplinary hearing may be called.

All students are aware of the media policy and are introduced to the policy at New Student Orientation. The media policy states that there is no expectation of privacy on the computers in use at the College for Technical Education. It is also understood that students have no recourse if found to be in violation of media policy.

The Academic committee reviews the effectiveness of the plan to combat the unauthorized distribution of copyrighted materials on an outcome basis. A check of a “before and after” comparison of bandwidth, or relapsing into previous problem situations is a way to check on outcomes.

The institution provides an annual notice on a one-to-one basis through a direct notice to each enrolled student. Any student involved in a copyright situation will be referred to the Director and the proper authorities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details see title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

Appropriate Dress and Grooming

All students are expected to be appropriately dressed and groomed. Any student found to be inappropriately dressed or groomed may be sent home. Any time off campus due to inappropriate dress or grooming will be counted against the student's attendance for the day.

Examples of inappropriate dress/grooming:

- Sweat pants
- Baseball caps
- Tank tops
- Midriff baring or skin baring shirts
- Shorts
- Cutoff jeans or shorts
- Excessive cologne
- Pants worn more than 2 inches below the natural waistline
- Tight and/or revealing garments
- Clothing with controversial language or insignias
- Offensive prints

Individual programs have dress codes in addition to those listed above. Students are expected to abide by both codes.

Student ID's

Student ID's are provided following student orientation and disseminated during the first week of classes. Student ID's are only printed on the Friday before a start date, every three weeks. If a student loses their ID and requires a replacement, please see the Director of Admissions. The first reprint of ID's is free. Any additional reprints are at a cost of \$5.00 each.

Student Rights

Students enrolled at CTE have the right to expect:

- A clean, safe and supportive environment.
- Access to information, materials and equipment needed to complete the program.
- Instruction from skilled professionals who have professional experience in the field.
- Fair handling of complaints.

Student Responsibilities

A student enrolled at CTE has the following responsibilities:

- Complete all necessary application forms using true and correct information.
- Maintain good attendance and be on time for classes.
- Complete classroom and laboratory work as assigned.
- Treat fellow students, staff and faculty with respect.
- Respect the property of CTE and of other students.
- Remain diligent at the abiding by the policies and procedures set forth in this catalog, the student classroom, and individual program policies.
- Adhere to dress code.
- No cheating, plagiarizing or otherwise completing coursework dishonestly.
- Adhere to all policies as laid out in the student handbook/catalog.

Disciplinary action may be taken upon non-adherence to said responsibilities.

Information Dissemination to the Students

It is a common practice for students to be asked to update information quarterly with the registrar. Students may be asked to complete a form in their classroom, or be asked for their information when requesting information from the administrative offices. It is important to note that without the proper addresses, emails or phone numbers, it makes dissemination of information to students more difficult.

Student bulletin boards are provided in the student center and also in the classrooms. Students may find announcements of emergency procedures, information on inclement weather practices, crime statistics, etc., on one or more of the student boards. General announcements may also be made regarding job postings, events on campus and resources information for students.

Drug and Alcohol-Free Policy

CTE is an illegal drug and alcohol-free environment. The use of illegal drugs or any traceable amount of alcohol diminishes the capacity of its users to learn, to make sound judgments and to follow rules of safety.

In order to ensure a safe and positive academic environment, CTE enforces a drug and alcohol testing policy. If a student is suspected to be under the influence of any such substance, the Student Services Coordinator and/or the College Director will require the student to take a drug or alcohol test. All attempts at testing the student on the campus will be made. If testing is not a possibility on campus, students will be taken to a local facility for testing.

Should a student refuse to take a test or tests positive for an illegal drug or any traceable amount of alcohol, the student will be required to leave campus and may be suspended up to three school days. Students may not return to class before attending a Student Review Board meeting. A Student Review Board (SRB) will meet for final disposition of the student status. Students may challenge an onsite test, but must be immediately taken to an offsite facility at the student expense.

Support Services

A wide range of support is available either directly or through referral, which may include food, rent assistance, transportation assistance and supplemental employment. Students needing assistance of any kind should discuss their needs with their Instructor or the Student Services Coordinator as soon as possible.

Resource Room

The Resource Room is equipped with Internet access for student use. The Resource Room is open 8:30 a.m.– 4:30 p.m., Monday through Friday. In addition to access to the Learning Resource Room, program specific books and materials are available through individual instructors.

Career Placement Services

All CTE students are provided with lifetime job placement services. Such assistance may include job readiness training, resume development, mock interviews and direct referrals to potential employers. Every effort is made by Bluegrass Career Services (BCS) staff to place students in employment positions that are commensurate with their occupational training and abilities.

Students are eligible to enter into job readiness at the point they have successfully completed approximately one-third of their program. During the job search/readiness phase, the student is expected to meet regularly with their employment consultant for the purpose of obtaining appropriate, training-related employment.

Although CTE and BCS attempt to assist every graduate in locating a career position, we can make no guarantees of employment. Students should share any unusual barriers that may prevent them from being successfully employed. A criminal background may make it difficult or even impossible to obtain employment in certain professions. Accordingly, potential students with criminal backgrounds may be discouraged from or even denied enrollment in certain programs.

Sexual Harassment Policy

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature where submission to that conduct or communication is made a term or condition, either explicitly, or implicitly, of obtaining an education, or obtaining or retaining employment; or submission to or rejection of that conduct or communications by an individual is used as a factor in decisions affecting that individual's education or employment; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or employment, or creating an intimidating, hostile or offensive educational or employment environment. Sexual harassment may include but is not limited to:

- Unwelcome verbal harassment or abuse;
- Unwelcome pressure for sexual activity;
- Unwelcome sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other center personnel to avoid physical harm to persons or property;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's education or employment status;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regards to an individual's education status or employment; or
- Unwelcome behavior or words directed at an individual based on gender, race, religion or belief

Sexual harassment is prohibited. Any person who believes that he or she has been sexually harassed at CTE may bring their complaint to the College Director or contact the proper legal authorities. Alleged violations of the Sexual Harassment Policy are typically referred by the College Director to the Student Review Board. In such instances, confidentiality will be maintained to the fullest extent practical.

Safety

CTE strives to provide a safe place for all to work and train. All students/trainees are required to live by and respect all safety rules and regulations. CTE reserves the right to inspect packages incoming and outgoing from the facility.

First Aid

It is the policy of CTE that no person can administer first aid beyond his/her qualifications. Medical emergencies will be referred to the appropriate medical authorities. An Incident Report Form will be completed for any emergency that occurs on campus. First aid kits are available in all classrooms on campus.

Health and Safety of Students

The health and safety of students is a priority at CTE. Information on the campus Health and Safety Plan is made available to students in the CTE Student Handbook and a copy is posted in the Student Lounge.

Concealed Weapons Policy

All persons except sworn peace officers are prohibited from possessing firearms, explosives, or other deadly weapons on the campus of CTE. Persons violating this policy may be subject to arrest for carrying a concealed deadly weapon as defined in KRS.527.020, or for criminal trespassing as defined in KRS.511.060 and 511.080. A state issued permit to carry a concealed deadly weapon is invalid on the CTE campus.

Campus Crime Report

The annual Campus Crime Report is available upon request at the administrative offices. This report is filed annually.

Smoking

All buildings are smoke-free buildings. All smoking must be done outside at the designated smoking area. If you are unsure about where to smoke, ask any staff member.

Solicitations and Visitors

No solicitations of any kind are allowed without specific written authorization issued by the College Director.

All visitors to the campus are required to sign in at the front desk upon entering the facility. Children are not permitted in classes and may not be unattended at any time.

Holiday Schedule

The College for Technical Education will be closed in observance for the following nine (9) holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day (2 days)
Memorial Day	Christmas Eve
Independence Day	Christmas Day

If a holiday falls on a weekend, the Director will determine the day the holiday will be observed.

Training Programs

Administrative Assistant

(3-week rotation)

The Office Technology Systems Department prepares students for occupations in varied professional office environments. Specialized coursework, combined with career advising, prepares students for the workplace, and provides a foundation for continued success. The Administrative Assistant program provides hands-on instruction in Microsoft Office programs (MS Word, Excel, Access, PowerPoint, Publisher, and Outlook). Students enrolled in the Administrative Assistant program will develop a knowledge of administrative and technical procedures and systems such as managing files and records, principles for providing customer-based and personalized services, office procedures and terminology, computer hardware/software, and college keyboarding. Students completing this certificate-based program can expect to find employment in Administrative Support positions with job titles such as Administrative Assistants, Office Assistants, Office Managers, Administrative Secretaries, Customer Service Specialists, and Account Service Representatives. No prior computer knowledge is required.

starting, formatting, editing and saving a document, templates and toolbars, navigating throughout a document, copying, cutting and pasting text, using spell and grammar check, adding hyperlinks, working with tabs and bulleted text, inserting graphics and clip art, borders and shading, and inserting tables.

OTS115 **Word Processing II** **3 Credits**

Students are expected to attend all classes. This class emphasizes the efficient use of advanced features and concepts of Microsoft Office's most current word processing software application, MS Word 2007. Topics include creating and formatting tables, illustrating documents with graphics, themes and building blocks, and mail merge.

OTS120 **Spreadsheets I** **3 Credits**

Students are expected to attend all classes. This class is a beginning-level spreadsheet course equipping students to become skilled in using the most up-to-date spreadsheet programs, specifically Microsoft Excel. Students will learn to perform basic skills to organize, format and edit data in order to produce professional-looking spreadsheet documents, learn how to write formulas, use built-in functions, and create charts.

OTS125 **Spreadsheets - II** **3 Credits**

Students are expected to attend all classes. This advanced-level spreadsheet course will equip students to become proficient in using spreadsheet programs, specifically, Microsoft Excel 2007. Students will to perform advanced skills to organize, format and edit data in order to produce professional-looking spreadsheet documents. Students will learn how to analyze data using formulas, manage workbook data, use tables, and analyze table data.

OTS130 **Database Management - I** **3 Credits**

Students are expected to attend all classes. This course will introduce students to the basics of establishing a database. Students will create tables, queries, forms, and reports, and will learn to manipulate the data in order to make the data more meaningful. Students will learn the database basics using current Microsoft Office software, currently MS Access 2007. This course will allow students to understand how decisions are made using meaningful data obtained from databases

OTS135 **Database Management - II** **3 Credits**

Students are expected to attend all classes. This course is designed to provide advanced hands-on learning using current Microsoft Office database applications, specifically Microsoft Access 2007 in the Windows environment. Students will learn advanced database concepts include modifying database structure, creating multiple table queries, enhancing forms, and analyzing data with reports.

OTS140 **PowerPoint - I** **3 Credits**

Students are expected to attend all classes. This course is designed to teach introductory techniques involved in developing effective presentations with current desktop presentation graphics, currently MS Power Point 2007. Emphasis will be placed on selecting and developing the appropriate presentation graphic media to deliver the message effectively to the audience.

OTS145 **PowerPoint II** **3 Credits**

Students are expected to attend all classes. This course is designed to teach advanced principles, concepts, and techniques involved in developing effective presentations with desktop presentation graphics (MS Power Point 2007). Topics covered include working with advanced tools and masters, enhancing charts, and inserting illustrations and media clips.

BET200 **Professional Development/Externship** **3 Credits**

Students are expected to attend all classes. This course is designed to teach job prep and life skills according to industry expectations. A practicum or externship may be assigned on an as-needed basis.

OTS200 **Desktop Publications** **3 Credits**

Students are expected to attend all classes. Students will learn how to use the latest Microsoft Publisher software to create attractively formatted documents, such as newsletters, brochures, business cards, postcards, and flyers, among others, for print, email, and the Web.

BET210 **Capstone** **2 Credits**

Students are expected to attend all classes. This course will allow students nearing graduation the opportunity [summarize](#), evaluate, and integrate their training and education.

Total Credits: 38

Building Trades Technician

(6-week rotation)

Students who enroll in the Building Trades Technician program learn to perform interior and exterior repairs using hand and power tools. Safety standards, blueprint reading, carpentry, electrical, plumbing, air conditioning and refrigeration skills are taught in the program. Students can expect to find employment in commercial and industrial establishments such as factories, office buildings, schools, apartment buildings and hospitals

PROGRAM OBJECTIVES:

- To provide training opportunities that will develop relevant technical skills and work procedures along with a positive professional attitude
- To provide classroom/training facilities, instructional materials, and up-to-date equipment that meet current business and industry standards
- To develop and put into practice successful interpersonal communication skills and customer service techniques appropriate for the Building Trades profession
- To provide work-based activities allowing students to add realism to their classroom training and enhance their technical skills
- To gain proficiency in skills that will result in employment and/or advancements in education and training
- To understand and demonstrate the safe use of tools, machines, and related instruments in the Building Trades Technician field

PROGRAM CONTENT:

BAM101 Workplace Safety, Blueprint Fund., Construction Based Math

7 Credits

Students learn the basics of shop and workplace safety. Additionally, they are exposed to best practices of customer service skills and problem solving along with understanding and applying construction blueprints and mathematical computations as it relates to building codes and processes. OSHA safety is strictly adhered to throughout the entire program.

BAM121

Residential Carpentry

8 Credits

This course covers the basic aspects of framing, roofing, window, doors and stair maintenance. Additionally, hands-on training in basic carpentry skills is also covered. This course will also train students to use industry hand and power tools in framing, roofing, window, doors and stair maintenance in a workplace environment. Actual projects are also assigned for maintenance within the facility.

BAM141

Residential Plumbing

8 Credits

This course covers the basic aspects of clearing blocked drains, repairing leaks, repair and replacement of residential plumbing fixtures, and working with copper, plastic and steel pipes. Additionally, the students are provided hands-on training in the major skills necessary for maintaining residential and commercial plumbing. Actual projects are also assigned for maintenance and repair within the facility. Customer service skills and workplace principles are continued to be emphasized.

starting, formatting, editing and saving a document, templates and toolbars, navigating throughout a document, copying, cutting and pasting text, using spell and grammar check, adding hyperlinks, working with tabs and bulleted text, inserting graphics and clip art, borders and shading, and inserting tables.

COM200 **Business Communication** **3 Credits**

This course reviews the essential needs of the business environment for communication including emails, memo production, letters, reports and resumes. This course will cover the skills necessary to effectively produce communication that is grammatically correct and falls within professional workplace environment standards.

OTS120 **Spreadsheets I** **3 Credits**

Students are expected to attend all classes. This class is a beginning-level spreadsheet course equipping students to become skilled in using the most up-to-date spreadsheet programs, specifically Microsoft Excel. Students will learn to perform basic skills to organize, format and edit data in order to produce professional-looking spreadsheet documents, learn how to write formulas, use built-in functions, and create charts.

OTS125 **Spreadsheets - II** **3 Credits**

Students are expected to attend all classes. This advanced-level spreadsheet course will equip students to become proficient in using spreadsheet programs, specifically, Microsoft Excel 2007. Students will to perform advanced skills to organize, format and edit data in order to produce professional-looking spreadsheet documents. Students will learn how to analyze data using formulas, manage workbook data, use tables, and analyze table data.

OTS130 **Database Management - I** **3 Credits**

Students are expected to attend all classes. This course will introduce students to the basics of establishing a database. Students will create tables, queries, forms, and reports, and will learn to manipulate the data in order to make the data more meaningful. Students will learn the database basics using current Microsoft Office software, currently MS Access 2007. This course will allow students to understand how decisions are made using meaningful data obtained from databases

FIN100 **Financial Records** **3 Credits**

This course gives a broad view of the business of financial records in an office setting. Covering cash receipts, payroll clerks, financial statements for small business, payroll, petty cash and other basic financial records keeping are covered. Included in this course is an introduction to QuickBooks.

OTS140 **PowerPoint - I** **3 Credits**

Students are expected to attend all classes. This course is designed to teach introductory techniques involved in developing effective presentations with current desktop

- To provide work-based activities allowing students to add realism to their classroom training and enhance their technical skills
- To gain proficiency in skills that will result in passing the CDA exam.
- To understand and demonstrate safe and professional actions.
- Learn the basics of facility management, human resources and staff development.

PROGRAM CONTENT:

ECE100 Child Growth and Development 4 Credits

Student will understand the basic theories behind growth and development of the child. This course teaches basic theories behind the development from birth to adolescence.

ECE101 Health Safety and Nutrition 2 Credits

Upon Completion of this course students will be able to demonstrate basic knowledge and skills that promote healthy, safe and secure learning environments.

ECE110 Learning Environments and Curriculum 9 Credits

Students will demonstrate a basic knowledge of, and identify the materials and experiences that promote developmentally appropriate learning environment and curriculum.

ECE120 Family and Community Partnership/Resource Mgmt. 9 Credits

This course introduces students to resource management within early childhood education facilities. Students will also demonstrate a basic knowledge of ways to promote and implement positive family and community partnerships.

ECE140 Professional Development 9 Credits

This course is designed to help students demonstrate a commitment to professionalism/professional development which supports program management and evaluation.

ECE150 Program Management/Supervision 9 Credits

Students will be able to demonstrate effective ways to communicate, plan and evaluate early childhood programs. Students will learn to identify available resources for a quality program and implement program policies, procedures and state regulatory requirements.

ECE160**Externship****2 Credits**

The student shall receive real-life, hands-on experience in performing duties of an Early Childhood Education professional through externship in an early childhood education facility.

Total Credits 44

Food and Hospitality Professional

(3-week rotation)

The Food and Hospitality Professional program is designed to prepare students for jobs in food and beverage management, restaurants, catering, and institutional food service. Course work covers basic and specialized food preparation, catering and special event planning, baking and pastry, nutrition, sanitation, cost management and culinary fundamentals. Students work in the Sauté Café catering operation during the course of the program. Hands-on cooking and food preparation are included in each course. Other learning experiences include field trips, guest speakers, competitive cook-offs, instructional DVDs and research projects requiring Internet use.

PROGRAM OBJECTIVES:

- To provide training opportunities that will develop relevant technical skills and work procedures along with a positive professional attitude
- To provide classroom/training facilities, instructional materials, and up-to-date equipment that meet current business and industry standards
- To provide work-based activities allowing students to add realism to their classroom training and enhance their technical skills
- To gain proficiency in skills that will result in employment and/or advancements in education and training
- To understand and demonstrate the safe use of tools, machines, and related instruments in the food and hospitality field

PROGRAM CONTENT:**CUL200****Safety & Sanitation****3 Credits**

This course is an orientation to the food industry. Historical overview, careers, professionalism, kitchen organization and equipment, and units of measurement are explored. Emphasis is on food-borne illnesses, proper sanitation techniques, and kitchen

safety. Completion is required before moving on to additional courses. Upon successful completion, students receive a Fayette County Health Department Food Handler's Permit.

CUL100 Fundamentals of the Culinary Arts Profession 3 Credits

This course explores basic cooking techniques, herbs & spices, knife skills and dairy & beverage products. Hands-on experience includes marinating, frying, knife sharpening, and working with cheeses.

CUL111 Garde Manger 3 Credits

The "garde manger" is the pantry chef in the classical kitchen brigade, and this course covers their responsibility of salads and sandwiches, as well as pastas, grains and vegetarian cooking. Hands-on experience includes preparing of salad dressings, pizza, sandwiches, wraps, pastas and vegan recipes.

CUL211 Basic Culinary Technique 3 Credits

This course covers stocks and sauces, focusing on the mother sauces and small sauces, as well as understanding and cooking vegetables. Hands-on activities include sauce preparation and techniques, vegetable identification, selection and preparation.

CUL212 Basic Food Practical Applications 3 Credits

This course includes soups, potatoes and breakfast foods such as pancakes, waffles, and eggs. Hands-on experience covers preparation of hot and cold soups, potato dishes, omelets, and soufflés.

CUL215 Basic Baking 3 Credits

This course introduces the principles of bakeshop production, including yeast breads, physical and chemical processes involving baked goods, as well as pies and pastries. Hands-on experience includes scaling recipes, preparing dough, proofing, baking, pie crusts and pastry dough.

CUL216 Bakeshop Production 3 Credits

This course focuses on non-yeast baked products such as quick breads, cakes and icings, cookies and frozen desserts. Hands-on projects include biscuits, muffins, pound cakes, various icings, cookies, ice cream and other frozen desserts.

CUL240 Meats, Seafood & Poultry 3 Credits

This course introduces students to different meats and their origins, similarities and differences, and cooking techniques appropriate to each. Emphasis is placed on different cuts of meat, beef, pork, game, poultry, shellfish and finfish. Hands-on experience

coding manuals. Students will be given situational exercises to determine the appropriate diagnostic and procedural codes. Additionally, the student will become familiar with the Electronic Media Claims (EMC) process and its appropriate backup documentation. Various types of insurance plans will also be discussed, as it relates to the coding process.

MA120 Medical Office Administration 5 credits

This course is designed to prepare the medical assistant to assume a managerial and leadership role in the medical office. A clear understanding and analysis will be made of the use of common technologies in practice, medical records management and scheduling for employees and patients. Additionally, a practical knowledge of the receivables billing process will be discussed and the recognition and understanding of the aspects of a multi-cultural society and the importance of preventative care in the medical office.

MA130 CPR, Med. Emergency Proced., Med. Law and Ethics 4 credits

This course prepares and certifies the student in professional cardiopulmonary resuscitation and basic first aid. Patient assessment, recognizing an emergency and the proper use of the ABC's are going to be heavily practiced. Being able to decide which method to utilize and performing that skill to a level which brings the student eligible for certification in either the American Red Cross or the American Heart Association criteria levels. Adult, Child and Infant CPR and the use of an Automated External Defibrillator (AED) are practiced. Additionally, secondary assessment and standard first aid skills are reviewed and practiced.

MA140 Clinical Procedures I: Integrated Clinical Procedures 4 credits

This course is designed to prepare the medical assistant to assume a managerial and leadership role in the medical office. A clear understanding and analysis will be made of the use of common technologies in practice, medical records management and scheduling for employees and patients. Additionally, a practical knowledge of the receivables billing process will be discussed and the recognition and understanding of the aspects of a multi-cultural society and the importance of preventive care in the medical office.

MA150 Clinical Procedures II: Assisting with Specialty Examinations 4 credits

In this course, students will learn the anatomy, physiology, terminology disorders and pharmacology of the digestive system, endocrine system and the nervous system, along with the 5 senses. Also, the reproductive system and the urinary systems will be discussed. Additionally, issues relating to the diet and nutrition, as they relate to a healthy life style and their effects on the body systems will be discussed and analyzed.

MA160 Clinical Procedures III: Advanced Techniques and Procedures 4 credits

In this course, students will learn how to assist the physician in additional advanced procedures such as skin preparation and draping for minor procedures, instrumentation, assisting with minor procedures, post procedural care for the patient and associated medical and legal responsibilities. Students will also learn the proper technique for

interviewing the patient to complete the medical history and how to take and record vital signs. Students will also learn how to prepare, draw, administer and record medications for a variety of entry points, to include injections and dosage calculations.

MA170 Clinical Procedures IV: Laboratory Procedures 4 credits

In this course, students will learn invaluable procedures and techniques which they will be able to perform in the field such as phlebotomy (venipuncture and skin puncture), urinalysis, 12-lead Electrocardiograms (EKG), centrifuging and cytological exams.

MA180 Medical Assisting Capstone 5 credits

This is a comprehensive review of the medical assisting program. All areas from the previous courses will be reviewed. Any areas that a student is weak in will be remediated. Upon completion of the capstone course, a comprehensive exam will be given. This exam will be geared to preparing the student to sit for the RMA exam and acting as a review for externship.

MA200 Medical Assisting Clinical Externship 4 credits

This course is a culmination of the Medical Assisting program. Students will be required to put their skills to the test in an actual medical practice. Students will be performing the duties of a medical assistant, under the supervision of an experienced healthcare professional on patients in that practice. Students will be evaluated by the supervising professional. Students will be required to work the regular hours of the office of the externship. Hours will vary based on site.

Total Credits 48

Textures College of Cosmetology Program Curriculum

Textures College of Cosmetology

(Program based on hours)

Upon the 1800 hours completion of a licensed Cosmetology program such as Textures College of Cosmetology or the 600 hours for the Nail Technology program, students will be required to sit for the Kentucky State Board of cosmetology exam and pass, prior to being employed in the profession. Students, who do not pass the exam and/or work on clients outside the school, may lose all rights to state licensure in the future.

TEXTURES COLLEGE OF COSMETOLOGY PROGRAM OBJECTIVES:

- To provide training opportunities that will develop relevant technical skills and work procedures along with a positive professional attitude.
- To provide classroom/training facilities, instructional materials, and up-to-date equipment that meet current business and industry standards.
- To provide practical hands-on training, allowing students to apply real life application to their skill.
- To gain proficiency in skills that will result in employment and/or advancements in education and training.
- To understand and demonstrate the safe use of tools, machines, and related instruments in the occupational field.

COSMETOLOGY PROGRAM CONTENT:

1. History and Opportunities in Cosmetology	6 Clock Hours
2. Life Skills	6 Clock Hours
3. Your Professional Image	6 Clock Hours
4. Communicating for Success	6 Clock Hours
5. Infection Control: Principals and Practice	6 Clock Hours
6. Anatomy and Physiology	36 Clock Hours
7. Basics of Chemistry and Electricity	12 Clock Hours
8. Properties of the Hair and Scalp	6 Clock Hours
9. Principles of Hair Design	9 Clock Hours
10. Shampooing, Rinsing, and Conditioning	6 Clock Hours
11. Haircutting	18 Clock Hours
12. Hairstyling	15 Clock Hours
13. Braiding and Braid Extensions	6 Clock Hours
14. Wigs and Hair Enhancements	6 Clock Hours
15. Chemical Texture Services	15 Clock Hours
16. Hair coloring	15 Clock Hours
17. Histology of the Skin	12 Clock Hours
18. Hair Removal	6 Clock Hours
19. Facials	6 Clock Hours
20. Facial Makeup	6 Clock Hours
21. Nail Structure and Growth	6 Clock Hours
22. Manicuring and Pedicuring	6 Clock Hours
23. Advanced Nail Techniques	6 Clock Hours
24. The Salon Business	6 Clock Hours
25. Seeking Employment	6 Clock Hours
26. On the Job	6 Clock Hours
27. Freshmen Classroom	300 Clock Hours
28. Senior Work	210 Clock Hours
29. State Board Law	50 Clock Hours
30. Clinic Floor Hours	<u>1000 Clock Hours</u>
Total	1800 Clock Hours

NAIL TECHNOLOGY PROGRAM CONTENT:

1. Your Professional Image	5 Clock Hours
2. Bacteria and Other Infectious Agents	10 Clock Hours
3. Sanitation and Disinfection	10 Clock Hours
4. Safety in the Salon	10 Clock Hours
5. Nail Product Chemistry	10 Clock Hours
6. Anatomy and Physiology	25 Clock Hours
7. The Nail and Nail Disorders	10 Clock Hours
8. The Skin and Skin Disorders	10 Clock Hours
9. Client Consultation	5 Clock Hours
10. Manicuring	10 Clock Hours
11. Pedicuring	10 Clock Hours
12. Electric Filling	10 Clock Hours
13. Aromatherapy	5 Clock Hours
14. Nail Tips	5 Clock Hours
15. Nail Wraps	10 Clock Hours
16. Acrylic Nails	15 Clock Hours
17. Gels	10 Clock Hours
18. The Creative Touch	10 Clock Hours
19. Salon Business	10 Clock Hours
20. Selling Nail Products and Services	10 Clock Hours
21. State Board Law	50 Clock Hours
22. Clinic Floor Hours	<u>350 Clock Hours</u>
Total	600 Clock Hours

College for Technical Education

Faculty and Staff

Full –time Staff

Rick Christman..... **CEO**
Bachelor of Education, Masters of Vocational Rehabilitation *University of Wisconsin*

Brenda Evans..... **CTE College Director**
Bachelor of Arts *Shippensburg University of Pennsylvania*

Julie Goodpaster..... **Director of Admissions**
Bachelor of Arts *University of Kentucky*

Carissa Castro..... **Admissions Officer**
Bachelor of Arts *Asbury University*

Jim Thurman..... **Admissions Officer**
Bachelor of Arts *Kentucky State University*
MBA *Cornell University*
Masters of Arts *Trinity Theological Seminary/University of England, Liverpool*

Lindsay Bellamy..... **Registrar**
Bachelor of Business Administration *University of Kentucky*

Craig Queen..... **Student Services Coordinator**
Bachelor of Science *Davenport University*
Associates of Science *Davenport University*
Associates of Science *Community College of the Air Force*
Associate of Business Administration *Davenport University*

Kristen Currie..... **Financial Aid Director**
Bachelors of Business Administration *Eastern Kentucky University*
MBA *Sullivan University*

Chelsea Rhinehart... .. **Financial Aid Officer**
Bachelor of Arts *University of Kentucky*

Full –time Faculty

Administrative Assistant/Business Office Administration

Stacia Johnson..... *Administrative Assistant Lead*
Bachelor of Science *Western Kentucky University*

Joseph Hale..... *Administrative Assistant Instructor*
Administrative Assistant Certificate *College for Technical Education*

Building and Trades Technician

Charles “Chip” Breeze..... *Building Trades Lead*
IBDN-700R *Nordix*
RCDD-CECs-7 Level 2/Technician *Ortronics*

Cleveland B. “CB” Thompson..... *Building Trades Instructor*
Bachelor of Science *Eastern Kentucky University*

Charles Smith, Building Trades Instructor

Cosmetology

Nicole Stromberg..... *Salon Director/Cosmetology Lead*
Cosmetology License *Bluegrass Community and Technical College*
Instructors’ License *Lexington Beauty College*

Natanya Lineberger..... *Cosmetology Instructor*
Cosmetology Instructor License *Kaufman’s Beauty School*
Cosmetology License *Kaufman’s Beauty School*

Pat Stephenson..... *Cosmetology Instructor*
Cosmetology License *Lois-Glyn Beauty School*
Instructors License *Lexington Beauty School*

Christin Logan..... *Cosmetology Instructor*
Cosmetology License *Barrett and Co. School of Hair Design*
Instructors License *Barrett and Co. School of Hair Design*

Roni Dawn Richardson..... *Cosmetology Instructor*
Cosmetology License *Lexington Beauty College*
Instructors License *Lexington Beauty College*

Early Childhood Education

Linda Edwards..... *Early Childhood Education Instructor*
Bachelor of Arts *Harding University*
Masters of Science *Oklahoma State University*

Robin Coston..... *Early Childhood Education Instructor*
Bachelor of Science *Eastern Kentucky University*
Masters of Education *Eastern Kentucky University*

Food and Hospitality Professional

Cathy Vance..... *Food and Hospitality Professional Lead*
Culinary Arts Certification *Putnam Co. Vocational Technical School*

Mary Katherine Miller..... *Food and Hospitality Professional Instructor*
Bachelor of Arts *University of Kentucky*

Cortney Neikirk..... *Food and Hospitality Professional Instructor*

Medical Assisting

Shirley Herald, RN, AND..... *Medical Assistant Lead*
Associates of Applied Science *Morehead State University*

Bethley Morton, CMA..... *Medical Assistant Instructor*
Associates of Science *Sullivan University*
Bachelor of Science *University of the Cumberland*
Masters of Science, Education *Capella College*

Renee Sirmay-Dora, RN..... *Medical Assistant Instructor*
Associate of Arts Nursing *University of the State of New York*
Bachelor of Science *California State University*

Part-Time Faculty

Jim Stakelin..... *Office Technology Systems Instructor*
Associates in Accounting Lexington Technical Institute/BCTCS
Automated Office Skills Certificate College for Technical Education

Eddie Taylor..... *Cosmetology Instructor*
Cosmetology License Lois-Glyn Beauty School
Instructors License Lexington Beauty School

Employment Solutions Full –time Staff

Nicole Dummit..... *Bluegrass Career Services Placement Director*
Bachelor of Arts San Diego State University
Masters of Counseling San Diego State University