The Collision Technology program provides students the opportunity to develop the basic theoretical and manipulative skills involved in collision repair and refinishing. They develop an understanding of the underlying theories, technical information, and related occupational information to assure sound judgment and the proper procedures involved in the repairing and servicing of collision damaged vehicles. Repairs are undertaken primarily on customer vehicles and encompass everything from small door dings to this:

BEFORE                        AFTER

Credentials available:

Diploma
Collision Repair Technician

Certificates
Automotive Painter
Auto Body Painter Helper
Auto Body Helper

Associate of Applied Science in General Occupational Technical Studies.

Please contact the program coordinator at 859.246.6776 for specific program details.
The Architectural Technology program provides instruction in the concepts and skills required for careers in architectural and related professions involved in designing for the built environment.

At the core of the curriculum are a series of architectural studios in which students prepare construction documents. The series begins with a study of residential construction and culminates with commercial. Emphasis is placed on quality graphic communication, the development of design skills and a thorough understanding of a variety of construction types. Complementing the studio sequence are courses designed to provide instruction in building materials, structures, mechanical/electrical systems, professional practices, and architectural theory and history. Electives in the program allow students to customize their education to fit their interests.

Given the wide range of topics covered in the curriculum, graduates are prepared to find employment in architectural and related professional offices including positions in construction estimating, civil engineering, structural engineering, mechanical/electrical engineering, construction management, computer-aided drafting, building code enforcement, specification writing, urban planning, historic preservation, contracting, sub-contracting, and building material sales and marketing.

This program offers an Associate in Applied Science Degree. Please contact program coordinator at 859.246-6541 for specific program details.
Installing and servicing heating, air conditioning and refrigeration equipment is the focus of this program. Academic courses, theory courses, and laboratory experiences are designed to promote success in the air conditioning field.

Diploma  Heating, Ventilation and Air Conditioning Mechanic

Certificates  Environmental Control System Services
            Environmental System Repair Helper
            Domestic Air Conditioner and Furnace Installer
            Refrigeration Mechanic

Students receiving a diploma in this area may obtain an Associate of Applied Science with additional course work.

Please contact program coordinators at 859.246.6775 for specific program details.
The Automotive Technician option provides knowledge of the various systems used to develop skills in troubleshooting, performing preventative maintenance, servicing and repairing automobiles. The program, which is designed to be completed in two years, prepares graduates for entry-level service technician jobs in the auto repair industry. The student may be provided a work-study experience alternating between periods of work on-site and work in a classroom-laboratory setting.

Instruction in systems such as engines, fuel, on-board computers, transmissions, steering, suspension, and brakes is the basis for this program.

This program offers an Associate Degree, Diploma and Certificates. Please contact program coordinators at 859.246.6774 for specific program details.

Associate in Applied Sciences

Diploma  Automotive Technician

Certificates  Automotive Air Conditioning Mechanic  Automotive Electrician
Brake Repairer  Engine Repairer
Front End Mechanic  Tune Up Mechanic
Manual Transmission/Drive Train Technician
Automatic Transmission/Transaxle Technician
With options in Management, Equine Business Management, Marketing and Retailing, and Real Estate Management, the Business Management and Marketing program prepares students for a variety of careers in business. A core curriculum provides students with a foundation of knowledge applicable to any business career. Students select an area of specialty from one of four options: equine business management, marketing and retailing, real estate management and management.

The curriculum is designed for those who seek entry-level jobs and for currently employed individuals wishing to enhance their skills. Students specialize by choosing from the following options:

- The Equine Business Management option provides the knowledge and skills students need to take advantage of various employment opportunities within the horse industry.

- The Management option prepares students with broad based management knowledge and skills which lead to a variety of positions in organizations.

- The Marketing and Retailing option leads to employment in sales, merchandise management, buying, department supervising, or retail management.

- The Real Estate Management option leads to a career in real estate which may include sales, finance, counseling, development, market analysis, valuation, and/or property management.

This program offers an Associate in Applied Science Degree, Diplomas and/or Certificates. Please contact the program coordinator at 859.246.6261 for specific program details.
Bluegrass Community and Technical College has partnered with Lockmasters Security Institute (LSI), the leader in security education, to offer four new security certificates. LSI has been providing security instruction to the United States Military, Government, and Law Enforcement Personnel as well as the private sector since 1955. Through this partnership, LSI will serve as an accredited instructional service center of BCTC and students will be able to earn college credit toward the completion of certificates in:

- Anti-Terrorism/Force Protection Security Specialist
- Safe and Lock Technician
- Security Management Coordinator
- Supply Chain Security Specialist

Through this partnership, LSI and BCTC can provide training for security professionals in all areas of security, including physical security, crime prevention, contingency planning for internal and external threats, supply chain/cargo security, anti-terrorism, current trends in policies and procedures as well as security hardware and access control systems. Homeland Security has emphasized the increasing need for personal and business security as well as the training of government personnel. Government and Law Enforcement have endorsed the training provided by LSI, and with this unique partnership, Military, Government, and Law Enforcement personnel as well as the private sector may earn college credentials for this training.

Together BCTC and LSI are proud to offer career development opportunities in the security field. For information, contact:

LSI
1014 South Main Street
Nicholasville, KY 40356
859.887.9633 ext. 212
Fax 859.887.0810

Bluegrass Community and Technical College
164 Opportunity Way
Lexington, KY 40511
859.246.2400 ext. 56770
Fax 859.246.0810
CONSTRUCTION TECHNOLOGY (CARPENTRY)

Construction Technology is designed to prepare students for employment in the construction of houses and commercial structures. This program includes blueprint reading, site layout, foundation work, rough framing, roofing, and finish work skills. Cost estimating and preparing materials lists, as well as practical experiences in the shop and on-site are included.

Diploma  Construction Carpenter

Certificates  Carpenter Helper
Residential Carpenter
Residential Roofer
Rough Carpenter
Residential Site Layout Assistant
Construction Forms Helper

Students receiving a diploma in this area may obtain an Associate of Applied Science in Construction Technology.

Please contact program coordinators at 859.246.6769 for specific program details.
The Computer Aided Drafting and Design (CADD) program at the Bluegrass Community and Technical College, Leestown Campus offers an Associate in Applied Science in CADD and various Certificates to successful candidates. Our program of study concentrates on the skills required to transform the specifications and instructions of designers or engineers into complete and precise drawings using hand drawings, Computer Aided Drafting, and Parametric design.

The focus of the computer-aided drafting and design program consists of CADD courses with a heavy emphasis on lab work giving you hands-on experience incorporating both individual and team based projects using the current release of CAD and parametric design software.

Individuals planning careers in drafting should take courses in mathematics, science, computer technology, design, and computer graphics. Mechanical ability and visual aptitude are important. Prospective drafters should be able to draw well and perform detailed work accurately and neatly. In addition, prospective drafters should have good interpersonal skills because they work closely with engineers, surveyors, architects, and other professionals and, sometimes, with customers.

BCTC currently has a 2+2 transfer agreement with Eastern Kentucky University that allows the student two years of credit toward a Bachelor’s Degree in Manufacturing Technology at half of the normal in-state tuition if they complete the CADD Associates degree.

Degrees:
Associate in Applied Science in Computer Aided Drafting and Design.
CADD students may complete the requirements for an Associate of Applied Science in CADD by completing the prescribed course of study.

Diploma:
Computer Aided Drafting and Design

Certificates:
Computer Assisted Drafter
Detailer
Drafter Assistant
Civil Certificate

Contact information:
Paul Meadors
1-859-246-6772, paul.meadors@kctcs.edu

Mike Franklin
1-859-246-6771, william.franklin@kctcs.edu
COMPUTER AND INFORMATION TECHNOLOGIES

This program includes an Applications option, an Internet Technologies option, a Network Technology option, and a Programming option, with a core of courses common to all. The core includes a general education component central to a collegiate education and technical courses giving students an introduction to information technologies systems, computer applications, program development, system maintenance, and networking, including the Internet. In addition to core courses, students take specialty courses for their selected option.

The Applications option emphasizes several aspects of microcomputer system configuration, applications software, end-user documentation, and training. Students completing this option are prepared to work with microcomputer-based systems in business and industry.

The Internet Technologies option prepares students to design, program, and maintain Internet-based services. With an emphasis on client and server programming, this option prepares students for positions developing and maintaining interactive web sites.

The Network Technology option provides the concepts and skills needed to set up, maintain, and expand networked computer systems. Employment opportunities include entry-level positions in installation and administration of local area networks in medium to large organizations and as computer network administrators in small businesses.

The Programming option provides students with an introduction to at least two programming languages with at least one of the languages studied at the intermediate level. Students completing this option are prepared for entry-level positions in computer programming.

This program offers an Associate in Applied Science Degree, Diplomas and/or Certificates. Please contact program coordinator at 859.246.6282 for specific program details.
Knowledge of the theories of hair, skin, and nail care is coupled with practice of the various techniques used in salons. After successful completion of the prescribed hours of instruction, program graduates are eligible to take the licensure examination administered by the Kentucky Board of Hairdressers and Cosmetologists. Progression in the Cosmetology program is contingent upon achievement of a grade of “C” or better in each course and maintenance of a 2.0 cumulative grade point average or better (on a 4.0 scale).

Credentials Available

Diploma
Certificate
Associate in Applied Science

Students receiving a diploma in this area may obtain an Associate of Applied Science in General Occupational Technical Studies with additional course work.

Please contact program coordinators at 859.246-6617 for specific program details.
The Dental Assisting program prepares the student to function effectively as an integral member of the dental health team and to perform chairside assisting and related office and laboratory procedures under the direction and supervision of a dentist. The curriculum includes content areas in general studies, biomedical sciences, dental sciences, clinical sciences, radiography, and clinical experience. Upon completion of the program, students are eligible to take the Dental Assisting National Board Examination to become a Certified Dental Assistant. The curriculum now offers certificates from the Board of Dentistry for Coronal Polishing, certificates in Expanded Duty Dental Assisting, certificates for completion of Dental Radiology.

The Dental Assisting program is accredited by the Commission on Dental Accreditation, a specialized accrediting agency of the American Dental Association.

This program offers a Diploma.

This is a selective admissions program. Contact the program coordinator at 859.246.6622 for specific program admission requirements.
A dental hygienist is a licensed oral health professional who provides educational, clinical and therapeutic services. This professional specializes in the prevention of dental disease and the promotion of optimal oral health which contributes to the overall well being of the patient. The Dental Hygiene Program prepares students to function as dental hygienists while offering curriculum required by the Commission on Dental Accreditation. The program provides comprehensive educational experiences through lectures, laboratory, clinical and related study. Developing and refining critical thinking skills, students apply scientific knowledge while performing dental hygiene procedures on patients. Students enrolled in the Dental Hygiene program must achieve a minimum “C” grade in each Dental Hygiene and approved science course.

Dental Hygiene Program graduates are eligible to take state, regional and national examinations, completion of which leads to licensure. As the only licensed dental auxiliary, the dental hygienist may be employed in a dental office, dental clinic, dental school, public health or governmental agency, industry and educational institution.

This selective admissions program offers an Associate in Applied Science Degree. Please visit the Dental Hygiene Website at http://www.bluegrass.kctcs.edu/ah/dh for additional information. Consult the current BCTC College Catalog or contact the program coordinator at 859.246.6233 for specific program admission requirements.
DENTAL LABORATORY TECHNOLOGY

This program prepares individuals to fabricate dental prosthetic appliances that replace or repair natural teeth to help patients eat, chew, talk, and smile as well or better than they did before. Dental technicians work collaboratively with dentists by following a written work authorization that details the type of prosthesis needed. Dental technicians do not have direct contact with the patient, but instead use stone models made from impressions of the patient’s teeth and surrounding soft tissues.

The curriculum includes courses in general education and in dental laboratory technology as required by the Commission on Dental Accreditation. Students enrolled in the Dental Laboratory Technology program must achieve a GPA of 2.0 in the Dental Laboratory Technology courses. Upon completion, graduates are eligible to take the National Board for Certification Recognized Graduate Examination and the Certified Dental Technician exam.

This program offers a certificate and an Associate in Applied Science Degree.

This is a selective admissions program. Contact the program coordinator at 859.246.6244 or visit http://www.bluegrass.kctcs.edu/ah/dlt for specific program admission requirements.
HUMAN SERVICES

This program prepares individuals for entry-level positions in agencies and institutions which provide social, community, educational and mental health services. Included in the curriculum is a core of human services courses, general education courses, and technical courses with a specific human services emphasis. Application of human services principles and skills is provided through a clinical experience in an appropriate setting.

Upon completion of the program the graduate is prepared to seek employment in various areas which may include child care facilities, mental health settings, chemical dependency settings, hospitals, educational institutions, correctional facilities, geriatric settings, child and youth centers, and social service agencies. This program offers an Associate of Applied Science Degree requiring 64-65 credit hours. There is a scholarship available with this program from the Kentucky Cabinet for Health and Family Services that helps to pay for tuition for accepted applicants. Upon graduation the student is required to accept full-time employment from the Department of Family Based Services, Office of Family Support for a period of two years.

There is also a 14-16 credit hour Direct Support Certificate available which was developed through collaboration between KCTCS and the Kentucky Cabinet for Health and Family Services, to provide training to provide daily support and services necessary to allow the aging population and people with disabilities to fully participate within the community.

Carol Stiles is the program coordinator for both the Human Services Program and the Social Work Program. Please contact Ms. Stiles at 859.246.6336 for specific program details.
DIESEL TECHNOLOGY

The skills needed to analyze malfunctions and repair, rebuild and maintain construction equipment, agriculture equipment, or medium and heavy trucks are emphasized in this program. Students are provided instruction and experience in systems such as diesel engines, fuel injection, onboard computers, transmissions, steering and suspension, and brakes. Classes are off campus at Eastside Technology Center and are held in the evenings.

This program offers a Certificate. Please contact program coordinators at 859.246.6774 for specific program details.
The Interdisciplinary Early Childhood Education program is designed to provide students an understanding of the cognitive, physical, social and emotional development for working with children from birth to age five in a child care setting. Opportunities to apply this knowledge in practical experiences are incorporated into the curriculum.

Curriculum topics include, but are not limited to, developmental ages and stages, health and safety, curriculum planning, assessment and family involvement. Employment opportunities are available in public and private preschools, early care educational settings, early intervention programs, Head Start, hospitals, campus child development centers, rehabilitation clinics and recreation centers.

Certificates: Kentucky Child Care Provider Certificate  
Child Care Assistant (CDA) Certificate  
Kentucky Early Childhood Certificate  
Interdisciplinary Childhood Education Technical Certificate  
Early Childhood Administrator Certificate (Director’s Credential)

This program offers an Associate in Applied Science Degree. Please contact program coordinators at 859.246.6616 or 859.246.6258 for specific program details.
EQUINE STUDIES

The Equine Studies program will prepare students for a career as an equine professional such as jockey, horseman, or racing official. Students will learn basics of horse care; principles and techniques for riding as it relates to racehorse exercise, requirements for advancing to a professional jockey career; anatomy and physiology of horses; and life skills necessary for a successful career in the Equine industry. Trained equine professionals are needed to support new and currently existing equine industries in a highly competitive, global marketplace.

The Associate in Applied Science degree program in Equine studies was designed to provide a two-year degree program that meets specific workforce needs for the Central Kentucky equine industry served by Bluegrass Community and Technical College, as well as the horseracing industry in North America. Equine studies is designed to provide the student an AAS in Equine Studies with one of three options by completing the curriculum that reflects three major components of the degree program: 18 credit hours of general education course requirements, 40 credit hours of technical core, and 16 credit hours of major course requirements for the Jockey’s Option, 18 for the Horsemen’s Option, and 17 for the Racing Industry Support Option.

Please contact program coordinator at 859.247.6695 for specific program information.
The Electrical Technology Program provides training and preparation for entry level electrical positions in the manufacturing, maintenance, and construction trades.

**Electrical Technology Credentials**

**AAS Degree - Electrical Technology (with specialization areas)**
- Industrial Electrician Specialization, 66 – 68 credit hours
- Construction Electrician Specialization, 60 – 61 credit hours
- Motor Controls Electrician Specialization, 60 – 63 credit hours

**Diploma Electrical Technology:**
- Industrial Electrician, 54 – 56 credit hours
- Construction Electrician, 48 – 49 credit hours
- Motor Controls Electrician, 48 – 51 credit hours

**Certificates:**
- Electrician Trainee Level I, 8 credit hours
- Electrician Trainee Level II, 13 credit hours
- Residential Electricity Level I, 14 credit hours
- Residential Electricity Level II, 21 – 22 credit hours
- Electrical Construction, 31 – 33 credit hours
- Electrical Motor Control Level I, 28 – 30 credit hours
- Electrical Motor Control Level II, 35 - 38 credit hours
- Voice and Data Wiring Installer Level II, 14 credit hours
- Voice and Data Wiring Installer Level I, 15 credit hours
- Voice and Data Wiring Technician, 11 credit hours

Please contact program coordinators at 859.246.6891 for specific program information.
MANUFACTURING INDUSTRIAL TECHNOLOGY:
ENGINEERING TECHNOLOGY

The Engineering Technology program provides course work, competencies and experiences to prepare the students for success in the areas of electronics, computer maintenance, mechanical, industrial, computer aided design, robotics and automation, communications, instrumentation, and telephony.

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<tr>
<th>Associate Degree</th>
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<td>Computer Maintenance Technician I</td>
<td>Automation Technician I</td>
<td>Communications Technician I</td>
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Please contact program coordinators at 859.246.6716 for specific program information.
Environmental science technology is a career field that utilizes the principles of science, engineering, and communication to protect and enhance natural resources, health, and safety. An environmental technician applies these scientific, technical, and communication skills and knowledge to specific tasks. Graduates of the Environmental Science Technology (EST) Program receive an Associate of Applied Science degree and often work for environmental and engineering consulting firms, government, or private industry.

The EST program includes specialized science courses in addition to general education course work to provide individuals the background necessary for understanding and addressing many types of environmental problems. Practical lab and field experiences in sampling and analysis are stressed and an emphasis is placed on developing the students’ ability to function effectively in a variety of job situations. Graduates of this program will be prepared to sample and analyze air, water, and soil in accordance with state and federal regulations.

Technical electives allow the student to focus on an area of particular interest such as laboratory analysis, field sampling, or Geographic Information Systems.

Please contact Jean Watts, program coordinator, for more information: 859.276.6448 or Jean.Watts@kctcs.edu.
The Esthetician program focuses on preventative and corrective care for the skin. Course work includes the study of dermatology, European skin care treatments, cosmetic chemistry, cosmetic artistry, chemical peeling agents, microdermabrasion, hair removal, and salon/spa business management.

Many Estheticians seek employment in various skin care centers. Medical spas, dermatology offices, salons, and day spas are among the most popular career settings.

Students must complete a 1,000 hour, state board regulated, supervised training. Upon completion of the course, the Esthetic student may take the Kentucky State Board Esthetics exam in Frankfort, Kentucky to become an Esthetician.

Please contact the Program Coordinator, Melissa Anderson, at 859.246.6617 or at Melissa.anderson@kctcs.edu for more information and specific program details.
“Filmmaking: Script to Screen” is a one-semester, full-time, 16 hour program of 15 master classes covering all aspects of filmmaking from script to screen, featuring hands-on projects taught by instructors from Hollywood, New York and Kentucky.

Master Classes Include:

- Screenwriting
- Cinematography
- Grip
- Post Scoring
- Pre-production
- Set Design
- Sound Recording
- Getting Funded
- Directing
- Lighting
- Editing
- Getting Funded
- Distribution

Enrollment requires all five courses for a total of 16 hours. Classes include: FLM 110, FLM 120, FLM 130, TA 126 (Acting), TA 190 (Performance Practicum) or TA 191 (Production Practicum). This certificate program offers:

- Newly equipped facility
- Full-time status
- Financial aid eligible
- Housing Options available
- Free parking
- Regency Campus - Convenient access

Please contact Tim Davis at 859.246-6672 for specific program details. Call today. Enrollment is limited.
The Fire/Rescue training program offers classes at no cost to Kentucky volunteer fire departments, volunteer rescue squads, volunteer ambulance services, and members of paid departments who have written mutual aid agreements with volunteer departments across the Commonwealth. If a student wishes to pursue a diploma from the Fire/Rescue curriculum, he/she will be given credit for training taken as a volunteer firefighter from technical college instructors. The specific course requirements for the associate degree, diplomas, and certificates are available from the Fire/Rescue Training Coordinators. Students who seek an associate degree or diploma must enroll in a technical college and pay the required fees for registration and core classes.

Associate in Applied Science

Diploma - Fire Chief

Certificates - Fire Fighter I
Fire Fighter II
Emergency Medical Technology

Please contact program coordinator, Whitney Innes, at 1-888-234-3961 TOLL FREE for specific program details.
INDUSTRIAL MAINTENANCE TECHNOLOGY

An understanding of the requirements and opportunities in maintenance, good safety practices, pride in workmanship, and an understanding of the principles and accepted practices of the maintenance trade are covered in this program.

Students are trained to hold positions in factories, hospitals, hotels, etc., where multi-skilled maintenance personnel are needed. Included are courses in air conditioning, carpentry, electricity, machine tool, metal fabrication, and welding.

Associate Degree  Industrial Maintenance Technician
Diploma  Industrial Maintenance Technician
Certificates  Fluid Power Mechanic
Industrial Maintenance Machinist Mechanic
Industrial Maintenance Electrical Mechanic
Industrial Maintenance Mechanic Level 1 and II

Please contact program coordinator at 502.570.6357 (Georgetown Campus) or 859.239.7030 (Danville Campus) for specific program details.
The program offers options in Computer Office Technologies, Graphic Design, Library Information Technology, and Web Design. Students may choose from four options within the Information Management & Design program to specialize their degree and/or obtain a certificate in Library Information Technology.

The Computer Office Technologies option prepares graduates to work in a multitasking environment utilizing skills in electronic commerce, web authoring, project management, workplace management, information management, and employing various industry-standard office applications.

The Graphic Design option provides the concepts and skills needed to create and produce design projects such as brochures, flyers, newsletters, logos, product packaging, photo restorations and manipulations, multimedia presentations, simple illustrations, and web sites using industry-standard techniques and graphic design applications.

The Web Design option provides the concepts and skills needed to create and produce web sites using industry-standard techniques utilizing graphic and web design applications. The Web Design option graduates will have the ability to create and maintain professional sites and also be capable of working with other web professionals such as programmers, network administrators and database administrators as well as interfacing with management and clients.

The Library Information Technology option prepares graduates for paraprofessional library work.

Graduates may choose to sit for the Microsoft Certified Application Specialists Exams for computer office applications certifications. The courses within the Graphic and Web Design options will assist with preparation for Adobe Certifications and the Certified Internet Webmaster (CIW) certification exam. The Library Information Technology courses may be used to meet Kentucky public library certification requirements.

• Academic Certificate in Library Information Technology • Associate in Applied Science

Please contact the program coordinator at 859.246.6292 for specific program details.

The Library Information Technology certification is also offered online.
MACHINE TOOL TECHNOLOGY

Machine Tool Technology is a sequence of courses that prepares students for careers in the machine tool technology field. This program provides learning opportunities to develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of machine tool theory and practical application necessary for successful employment. Students are eligible to receive any of our five certificates or two diplomas after successfully completing the specified courses. We also offer an A.A.S. Degree in Machine Tool Technology.

Certificates
- Exploratory I
- Exploratory II
- Machine Tool Operator I
- Machine Tool Operator II
- CNC Operator

Diploma
- CNC Machinist
- Machinist

Degree
- AAS Machine Tool Technology

Our central location, our up-to-date laboratory facility and equipment, and our well prepared faculty are just three reasons why Bluegrass Community and Technical College has remained a strong force for serious technical preparation in the machining trades.

For more information visit our Website at http://www.bluegrass.kctcs.edu/trades_and_technologies/machine_tool or contact the program coordinator at 859.246.6890 on the Danville Campus.
The Medicaid Nurse Aide program prepares students for work in the health care industry. This program is required prior to admission to the Registered Nurse or Licensed Practical Nurse programs. The curriculum focuses on communication, infection control, safety, patient rights, and basic nursing skills. Classes are divided into classroom, laboratory, and supervised clinical.

This program offers a Certificate. Please contact the program coordinator Rena Holbrook Robinson, RN at 859.246.6723 for specific program details.
Medical Information Technology graduates prepare medical records and reports, maintain files, order supplies, perform accounting procedures, work with medical insurance and coding, and receive patients in a variety of health care settings. In addition to an Associate in Applied Science (AAS) degree, the program offers a variety of diplomas and certificates as shown below. Students enrolled in degree or diploma programs are required to complete an internship or cooperative work experience in a health care environment.

Associate in Applied Science Degree

Diplomas -
- Medical Administrative Assistant
- Medical Insurance Coding
- Medical Transcriptionist
- Medical Records Clerk
- Medical Office Assistant

Certificates -
- Medical Unit Coordinator
- Hospital Admissions Clerk
- Medical Receptionist
- Medical Office Trainee

Please contact program coordinator at 859.246.6864 for specific program details.

All programs are also offered online. Registration and tuition are the same for in-person or online classes. Students may complete an application at http://www.bluegrass.kctcs.edu/sa/admissions/.
A medical assistant is an integral member of the health care delivery team, qualified by education and experience to work in the administrative office, the examining room and the physician’s laboratory. Individuals in this unique position will be involved in many of the following skills:

General: project a professional manner and image, adhere to legal and ethical principles, use medical terminology effectively, and use effective and correct verbal and written communication.

Administrative: schedule, coordinate and monitor appointments, perform telephone and written communications, arrange hospital admissions, manage medical records, process insurance claim forms, manage office financial records, and maintain inventory.

Clinical: prepare patient for examination procedures and treatment, record medical histories, take vital signs, chart patient information, administer medications and injections, provide patient instruction and education, perform venipunctures, collect and prepare other specimens, perform electrocardiograms (ECG), sterilize instruments, and perform basic laboratory tests.

This program areas offers an Associate of Applied Science (AAS) degree, Diploma, and/or Certificates. Please contact program coordinator at 859.246.6668 for specific program details.

Students receiving a diploma in this area may obtain an Associate in Applied Science in Medical Assisting with additional course work.
The Nuclear Medicine and Molecular Imaging Technology program prepares the individual to become a nuclear medicine technologist. Nuclear medicine is the medical specialty that utilizes the nuclear properties of radioactive and stable nuclides to make diagnostic evaluation of the anatomic or physiologic conditions of the body and to provide therapy with unsealed radioactive sources. “Molecular imaging uses state-of-the-art technology to “view” specific molecular processes in the body - particularly those processes that are important in various disease states - providing a way to see, define and determine the biology of a disease (such as cancer and Alzheimer’s disease) and to improve patient care. Molecular imaging personalizes patient care by characterizing and measuring specific disease processes in different individuals” <snm.org>. The skills of the nuclear medicine technologist complement those of the nuclear medicine physician and other professionals in the field.

Nuclear medicine technologists have responsibilities in the following areas: (a) patient care and monitoring, (b) technical skills related to radiation safety, radiopharmacy, clinical instrumentation, diagnostic and therapeutic procedures, quality control, and computers, and (c) administrative functions related to supplies and equipment, documentation of operations related to disposition of radioactive materials, quality control data, and patient records.

This program offers an Associate in Applied Science Degree.

This is a selective admissions program. Contact the program coordinator at 859.246.6241 for specific program admission requirements.
NURSING

The Associate Degree Nursing program prepares graduates to provide and manage client care and to become members in the discipline of Nursing. Graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The Associate Degree Nursing curriculum is organized around a clearly defined conceptual framework and combines general education and nursing education. The nursing education courses correlate classroom and clinical instruction in a variety of community agencies.

This program offers an Associate in Applied Science Degree.

This is a selective admissions program. Refer to our website at http://www.bluegrass.kctcs.edu/nursing/adn for specific program admission requirements.
The Practical Nursing program prepares graduates to provide and manage client care and to become members in the discipline of Nursing. Graduates are eligible to take the National Council Licensure Examination for Licensed Practical Nurses (NCLEX-PN). Classroom instruction in theory and basic nursing skills is provided on campus. Under the guidance of program faculty, students gain valuable experience in the care of clients of all ages in a variety of health care settings.

Students must have current CPR for Health Care Providers certification and have active status on the Kentucky Medicaid Nurse Aide Registry or have successfully completed a Medicaid Nurse Aide or equivalent course within the past three years.

This program offers a Diploma.

Students receiving a diploma in this area may obtain an Associate in Applied Science in General Occupational Technical Studies with additional course work.

This is a selective admissions program. Contact the program coordinator at 859.246-6731 (Leestown Campus) or 859.246.6882 (Danville Campus) for specific program admission requirements.
The Education Program is designed to provide students with the initial academic preparation that is necessary for employment in Kentucky classrooms. Students can complete a Paraeducator certificate or can graduate with an Associate in Applied Science (AAS) degree.

The Paraeducator certificate program can prepare students to successfully complete the Kentucky Paraeducator Assessment or the Kentucky Department of Education approved alternative assessment for entry-level paraeducator positions. With additional coursework, the paraeducator may complete the AAS option for the Teacher Associate. The AAS option for Teacher Preparation prepares students to apply for admission to a teacher education program at a four-year college or university. Please contact the program coordinator, Landrea Miriti, at 859-246-6425 for specific program details.

Classes for the AAS degree are offered at BCTC campus locations, and some classes are offered on-line. The Paraeducator certificate is available only through on-line enrollment. Registration and tuition is the same for in-person or on-line classes. Students may complete an application at http://www.bluegrass.kctcs.edu/sa/admissions/.
PHLEBOTOMY

This program prepares a student to be an integral member of the health-care team. A phlebotomist collects blood from patients/donors in hospitals, blood banks, laboratories, and doctor’s offices for analysis or testing purposes. The trained professional practices standard precautions, record keeping, vital signs and therapeutic communication skills.

This program offers a Certificate, which can be completed within one semester. The Phlebotomy Certificate is currently offered at both the Leestown campus and the Danville campus. Please contact the program coordinator, Joyce Combs, at 859.246.6668 for specific program details.
The Office Systems Technology program is an integrated curriculum which prepares graduates at the certificate, diploma, and/or associate degree level. The Office Systems Technology program prepares students to work in an office environment of people, processes, and technologies. Job titles may include Administrative Assistant, Office Assistant, Office Manager, and Financial Assistant. These personnel use a variety of office technology and computer-based applications (word processing, electronic mail, desktop publishing, graphics, database, and spreadsheet). They support and help facilitate accurate communication and information exchange to internal and external customers on a timely basis. Technical courses combined with general education courses prepare students for today’s workforce and provide a basis for lifelong learning, a necessity for the workforce of the future.

Students select an area of specialty from the following options: financial assistant, administrative, desktop publishing, legal, and medical. All associate degrees as well as diploma-seeking students must complete supervised work experience in an office prior to graduation. Program graduates are employed in professional offices, education, government, businesses, and industries.

This program offers an associate degree, diplomas and/or certificates. Please contact program coordinator at 859.246.6812 for specific program details.
RADIOGRAPHY

This Associate Degree program prepares the individual to become a radiographer who administers ionizing radiation for medical diagnostic imaging purposes. Emphasis is on radiation protection and quality patient care. The curriculum is comprised of specialized courses in radiography with concentrated study in the basic sciences, mathematics and general education. Students enrolled in the Radiography program must achieve a minimum grade of “C” in each Radiography course. Upon completion of the program, the graduate is eligible to apply to write the examination for registration as a radiographer by the American Registry of Radiologic Technologists.

Radiographers may find positions in hospitals, health clinics, and physicians’ offices. Research laboratories and some industrial firms may also employ radiographers. Note: CPR certificate must be obtained prior to enrolling in RADI 100 and certification must be kept current throughout the program. The curriculum requires attendance in the summer session, fall and spring semesters.

This program offers an Associate in Applied Science Degree.

This is a selective admissions program. Contact the program coordinator at 859.246.6238 or 859.246.6679 or visit http://www.bluegrass.kctcs.edu/ah/rad/ for specific program admission requirements.
RESPIRATORY CARE

This Associate Degree program prepares practitioners who engage in the prevention, diagnosis and management of cardiopulmonary disorders. The curriculum includes course work in the supporting sciences and general education areas. Classroom instruction is supplemented with learning experiences in the campus laboratory and in area hospitals. Students enrolled in the Respiratory Care program are required to achieve a minimum grade of “C” in each Respiratory Care course, Human Anatomy, Physiology I & II, and the math requirement.

Although hospitals employ the majority of respiratory therapists, other employers include home care providers, medical clinics, nursing homes and industry. Graduates are qualified to take the national board examinations in Respiratory Care, leading to the Certified Respiratory Therapist (C.R.T.) and Registered Respiratory Therapist (R.R.T.) credentials.

This program offers an Associate in Applied Science Degree.

This is a selective admissions program. Go to the program’s web site http://www.bluegrass.kctcs.edu/LCC/RCP/ or contact the program coordinator at 859.246.6246 for specific program admission requirements.
SURGICAL TECHNOLOGY

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings such as medical offices, out-patient clinics, and the operating room.

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic techniques and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician’s performance of invasive therapeutic and diagnostic procedures.

This program provides clinical experience built upon classroom instruction in the basic sciences, patient care, aseptic techniques and surgical procedures. Students enrolled in the Surgical Technology Program are required to achieve a minimum grade of “C” in Surgical Technology courses. Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and graduates are eligible to take the certifying examination offered by the National Board on Certification for Surgical Technology and Surgical Assisting (NBSTSA).

Students may earn either Diploma or Associate in Applied Science credentials depending on the curriculum course work completed.

This is a selective admissions program. Contact the program coordinator at 859.246.6615 for program accreditation and more detailed information or Leestown Campus Admissions for specific program admission requirements.
Welding occupations are primarily concerned with joining, surfacing, or preparing structures or parts made of metal or other weldable materials. The Welding Technology program at Bluegrass Community and Technical College offers numerous opportunities for those pursuing their certification under the AWS D1.1 structural steel welding code. BCTC also offers Certification testing under various America Welding Society Codes.

Employment opportunities run from small owner operators too large multi-national companies. Currently the welding program at BCTC helps place 100% of the graduates seeking employment. This not only indicates how well prepared our graduates are and accepted in the industry but also the need for qualified welders.

This program offers a degree, diploma, and/or Certificates.

Diploma Combination Welder

Certificates Welder Helper
Gas Welder
Arc Cutter
Tack Welder
Production Line Welder
Arc Welder
Pipeline Welder
AWS National Skills Standards Level 1

Students receiving a diploma in this area may obtain an Associate in Applied Science in Welding Technology.

For more information contact the program coordinator at 859.246.6777.
Students at Bluegrass Community & Technical College have countless opportunities. Those opportunities are enhanced by the consolidation of the community and technical college into one institution of higher learning.

As an accredited institution, we offer a wide variety of technical programs in addition to Pre-Baccalaureate programs. All general studies courses are transferable to nearly every other accredited college in the country. More students transfer to four-year institutions from BCTC than from any other school in Kentucky.

Classes are available during the day, evening, weekends and online at the following six convenient locations.

LEXINGTON
Cooper Campus
470 Cooper Drive
Lexington, KY 40506-0235
859.246.6200
Lenox Campus
164 Opportunity Way
Lexington, KY 40511-2623
859.246.6200
Regency Campus
2659 Regency Road
Lexington, KY 40503-2922
859.246.6200

EXTENDED CAMPUSES
Danville Campus
59 Corporate Drive
Danville, KY 40422-9690
859.239.7030
Lawrenceburg Campus
1500 Bypass North, US 127
Lawrenceburg, KY 40342-9465
502.839.8488
Winchester-Clark County Campus
2020 Rolling Hills Lane
Winchester, KY 40391
859.737.3098

Classes are also offered at the BCTC Downtown Center, Georgetown, Nicholasville, Lancaster and at the Kentucky Horse Park.

For more information call 859.246.6200 ext. 56789, toll free 1.866.774.4872 ext. 56789 for visit our web site at www.bluegrass.kctcs.edu.

Bluegrass Community & Technical College is an equal opportunity employer and education institution.