All students earning diplomas and AA, AS, AAS, and AFA degrees from KCTCS must demonstrate digital literacy (formerly referred to as "computer literacy"). KCTCS has adopted current Internet and Computing Core Certification (IC[3]) objectives to define digital literacy, emphasizing in particular the three identified broad categories of Computing Fundamentals, Key Applications, and Living Online. A complete listing of the IC[3] objectives may be found at http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/IC3_Certifications.html

Digital Literacy may be demonstrated by one of the following means within five (5) years preceding their current admission to a KCTCS college:

a) Scoring a minimum of 75% composite score on the Certiport Fast Track digital literacy exam[1], or
b) Achieving the full IC[3] certification[2], or
c) Articulating credit from another institution which has demonstrated compliance with the above course criteria as identified by the registrar of the receiving college in cooperation with the digital literacy faculty of the receiving college, or
d) Receiving credit for an approved KCTCS digital literacy course[3], or
e) Providing documentation of successful completion of other certification exams as approved by KCTCS.

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[1] All Barnes and Noble bookstores sell vouchers for the IC[3] Fast Track exam ($19.95). The voucher must be purchased prior to scheduling a time to take the exam at the BCTC Testing Center on the Leestown campus in Room 110 of the N Building. For more information go to https://bluegrass.kctcs.edu/testing_center/

To schedule a time to take the IC[3] Fast Track exam call the BCTC Testing Center: 859-246-6669.

Note: Passing the IC[3] Fast Track exam (75% or higher) will satisfy the KCTCS Computer/Digital Literacy requirement but does not result in credit for any academic course and does not earn IC[3] certification.

[2] Students can continue to take the full IC3 exam (administered in three parts) to satisfy the Computer/Digital Literacy requirement.

[3] The following courses have been approved by KCTCS as meeting the digital literacy requirement:

CAD 103	CAD Fundamentals
CIT 105	Introduction to Computing*
DLC 100	Digital Literacy
EDU 204	Technology in the Classroom
IMD 100	Digital Information and Communication Technologies
OST 105	Introduction to Information Systems
VCC 150	Mac Basics

A Special Exam for Credit (SEC) for CIT 105 is given at the beginning of the fall and spring semesters for students who believe they already have the competencies and skills to test out of this class. The cost of the SEC is approximately $20. For more information and to register for special exams, go to http://www.bluegrass.kctcs.edu/BCIS/CIT/Special_Exams_for_Credit.aspx

Digital Literacy Course Comparison Chart

Course	Description	Recommendation
CIT 105 Introduction to Computers	Provides an introduction to the computer and the convergence of technology as used in today's global environment. Introduces topics including computer hardware and software, file management, the Internet, e-mail, the social web, green computing, security and computer ethics. Presents basic use of application, programming, systems, and utility software. Basic keyboarding skills are strongly recommended.	This course is recommended for students who want an introduction to productivity software (such as Microsoft Office or Google Docs) in addition to learning the concepts surrounding computer hardware and operating systems which are valuable skills when selecting a computer based on individual or business needs. Real world use of computing is also discussed including online learning environments, email, social networking, computer security, and netiquette. This course is a core requirement for the Computer & Information Technologies program and is a prerequisite for many other CIT courses.
IMD 100 Digital Information & Communication Technologies	Introduces digital and social media concepts and technologies. Examines hardware, operating systems, applications, telecommunications, digital defense, ethics, and social media. Utilizes Windows operating system plus word processing, spreadsheet, database, and presentation applications. Emphasizes social media practices and concepts.	Students expressing interest in graphic design, web design, multimedia, or video editing should be advised to take this class. It is the Digital Literacy core requirement for the Information Management & Design program.
OST 105 Introduction to Information Systems	Introduces and familiarizes students with essential computer concepts and terminology including operating systems software, multitasking concepts, disk and file management and telecommunications. Teaches basic competencies in word processing, electronic spreadsheets, presentations, databases, and online skills including networking, electronic mail, Web browsing, and Internet research.	This class is for students who want to develop strong skills using Microsoft Office applications including Word, Excel, Access, and PowerPoint. Students will develop skills needed for research paper development, accounting reports, and presentations which will be valuable in future classes and in the workplace. Students wanting to go into Administrative Office Technology (AOT) or Medical Information Technology (MIT) should take this class. OST 105 is a technical core requirement for OST majors and a pre-requisite to OST 240 (technical requirement for OST, and option for MIT and Business Management Marketing, BMM).
EDU 204 Technology in the Classroom	Provides the student with a fundamental understanding of the uses of microcomputers in instruction and instructional management. Explores the methods of using multi-media in the classroom, designing web pages, and optimizing the use of current technology to enhance their instructional ability as well as classroom organization.	This course is highly recommended for students who plan on working with teachers and students in a classroom setting or those preparing to become a certified teacher. The emphasis of this course is to provide students with knowledge of microcomputers and software (Word, Excel, PowerPoint, Access, Social Media, etc.) integration in an educational setting. EDU 204 is the Digital Literacy course recommended for the Education (Teacher Preparation) program, Interdisciplinary Early Childhood Education program, and the AA/AS degree with an emphasis in Education.