

GATEWAY COMMUNITY & TECHNICAL COLLEGE
STEP TESTING DATES, POLICIES & PROCEDURES

Summer & Fall 2009

Please review the following STEP test dates and information.

All STEP testing will be scheduled and administered through the Assessment Center at the Covington campus of Gateway Community and Technical College. STEP test request forms and lists of available test are located in the front offices at each campus. Request forms and payment can be taken at the front or business office at each campus. (Edgewood, Highland Heights and Covington)

Students must have advisor/admission personnel signature on each STEP test request form. Please check the list of STEP availability for the test required. Not all classes offer STEP tests. Please check course titles and numbers for accuracy when scheduling STEP tests. Some STEP tests require additional fees (example: OST-107 and OST-210) Most STEP tests are \$20.00 per test. Fees must be paid and forms must be turned in at least one business day prior to testing. All **3 parts** of the STEP test form must be turned in. Please note date and time for each test.

Students will be mailed copies of STEP test results. Results will **not** be discussed by phone. There will be no individually scheduled STEP testing unless prior arrangements for accommodations have been made.

Dates are as follows:

April

Saturday April 18th 9am
Monday April 27th 1pm

May

Monday May 4th 1pm
Wednesday May 20th 9am

June

Monday June 1st 9am
Friday June 19th 1pm

July

Wednesday July 8th 9am
Friday July 24th 1pm

August

Friday August 14th 1pm
Saturday August 29th 9am

September

Wednesday September 16th 1pm

If you have any questions please contact Caprise Johnson at 859-442-1161 or Cindy Sproehnl at 859-442-1159.

Available STEP Tests

<u>Catalog Number</u>	<u>Course Name</u>
AHS 100	Human Growth & Development
AHS 115	Medical Terminology
BA 120	Personal Finance
BA 250	Business Employability Seminar
BIO 135	Basic Anatomy & Physiology
BRX 120	Basic Blueprint Reading
CAR 126	Intro to Construction
CAR 127	Intro to Construction Lab
CAR 200	Light Frame Construction III
CAR 201	Light Frame Construction III Lab
CIS 100*	Introduction to Computers
EET 264	Rotating Machinery
EET 265	Rotating Machinery Lab
EET 272	Electrical Motor Controls II
EET 273	Electrical Motor Controls II Lab
FHM 100	Dosage Calculations
MBS 100	Introduction to the Healthcare Field
OST 100	Keyboarding Lab
OST 104	Introduction of Medical Insurance
OST 107**	Electronic Information Messaging & Internet Research
OST 108	Editing Skills for Office Procedures
OST 110	Document Formatting & Word Processing
OST 160	Records & Database Management
OST 210***	Advanced Word Processing Application
OST 215	Office Procedures
OST 230	Medical Records & Database Management
OST 235	Business Communications Technology
VCC 150	Computer Fundamentals for Visual Communications
WLD 120	Shield Metal Arc Welding
WPP 200****	Workplace Principles

* CIS 100 Please review the KCTCS, Computer Literacy Exam Information on the GCTC website and contact the Assessment Center if you are interested in this test.

** You must pass and become certified in MOS Outlook.

***You must pass and become certified in MOS Word.

All MOS testing must be scheduled with Cindy Sproehnle, Assessment Center Director. There are also additional fees associated with MOS testing that can be discussed with Mrs. Sproehnle.

**** Your resume and cover letter are required with this Step Test.

Please check with your advisor for the accuracy of Step Test course names and numbers.

CLEP tests can be scheduled individually with the Assessment Center.