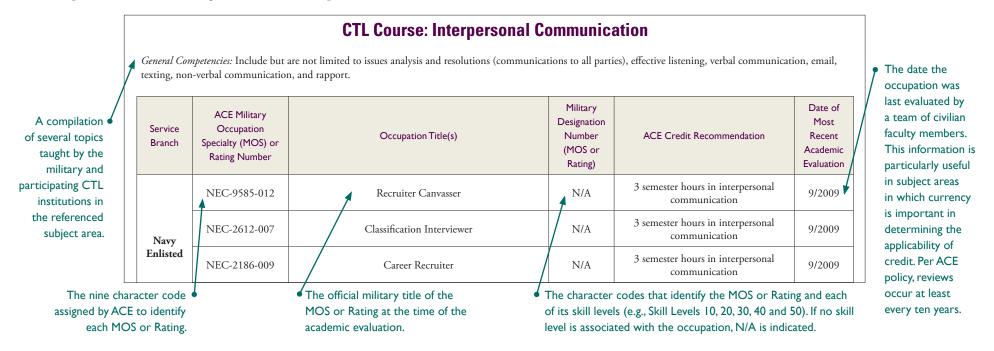# ACE-CTL GUIDE

Foreword

The commitment to support successful academic transitions of student service members and veterans includes accurate and transparent evaluations of military credit and experience. The American Council on Education [ACE (http://www.acenet.edu)] in cooperation with the U.S. Department of Defense and postsecondary institutions throughout the country have established recommendations for awarding specific credit for military coursework, training and experience. Based on a structured assessment process, the *ACE Military Guide Online* (http://militaryguides.acenet.edu) recommends linkages between military educational experiences and comparable academic credit.

The Indiana Core Transfer Library [CTL (http://www.transferin.net)], established by the Indiana Commission for Higher Education (http://www.in.gov/che), is an online repository of course equivalents among participating colleges and universities in Indiana. Courses listed in the Indiana CTL transfer as general education or elective credit among participating schools.

The Military Family Research Institute (MFRI) at Purdue University identified matches between the *ACE Military Guide Online* and Indiana CTL. These matches were compiled to create the *ACE-CTL Guide*, which is designed to assist faculty and other appropriate personnel in making efficient, consistent, and transparent transfer credit determinations for student service members and veterans. The *ACE-CTL Guide* was created by entering course listed in the Indiana CTL into the "keyword:" search of the *ACE Military Guide Online*. Because similar courses may have different identifiers depending upon the branch of service, each branch of service was searched for course matches. Matches were then evaluated by comparing learning outcomes and credit recommendations in the *ACE Military Guide Online* to course-specific content in the Indiana CTL. Of the 81 courses currently in the Indiana CTL, eight match ACE recommendations for military course transfer. The *ACE-CTL Guide* contains information about these eight courses.

The example below illustrates the guidelines with an explanation of table information:

CTL Course: Interpersonal Communication

General Competencies: Include but are not limited to issues analysis and resolutions (communications to all parties), effective listening, verbal communication, email, texting, non-verbal communication, and rapport.

A compilation of several topics taught by the military and participating CTL institutions in the referenced subject area.

The date the occupation was last evaluated by a team of civilian faculty members. This information is particularly useful in subject areas in which currency is important in determining the applicability of credit. Per ACE policy, reviews occur at least every ten years.

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Navy Enlisted	NEC-9585-012	Recruiter Canvasser	N/A	3 semester hours in interpersonal communication	9/2009
	NEC-2612-007	Classification Interviewer	N/A	3 semester hours in interpersonal communication	9/2009
	NEC-2186-009	Career Recruiter	N/A	3 semester hours in interpersonal communication	9/2009

The nine character code assigned by ACE to identify each MOS or Rating.

The official military title of the MOS or Rating at the time of the academic evaluation.

The character codes that identify the MOS or Rating and each of its skill levels (e.g., Skill Levels 10, 20, 30, 40 and 50). If no skill level is associated with the occupation, N/A is indicated.

Complete descriptions of the CTL courses can be found in course catalogs of participating TransferIN institutions. All CTL courses will meet the general education or free elective requirements of undergraduate degree programs, and a significant majority of CTL courses will also count as one-on-one equivalents to courses taught at participating campuses.

The *ACE-CTL Guide* is updated regularly, but the most current information can always be found in the *ACE Military Guide Online* (*http://militaryguides.acenet.edu/*) and Indiana CTL (*http://www.transferin.net*).

On behalf of student service members and veterans throughout the state of Indiana, we thank you for your commitment.
Military Family Research Institute, Operation Diploma
August 2012

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CTL Course: Criminal Justice, Introduction to

General Competencies: Include but are not limited to a study of the agencies and processes involved in the criminal justice system: the courts, police, prosecutor, public defender and corrections.

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Navy Enlisted	CGW-BOSN-003	Boatswain	N/A	3 semester hours in criminal justice	9/2009

CTL Course: Ethics

General Competencies: Include but are not limited to appropriate styles and format, audience analysis, justifications, lessons learned, and techniques for gathering and interpreting presentation information for effective written composition in the worlds of business, science, and industry.

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Navy Limited Duty Officer	LDO-631X-003	Aviation Deck	631X	3 semester hours in ethics	11/2006
Navy Warrant Officer	NWO-731X-003	Aviation Boatswain	731X	3 semester hours in ethics	11/2006

CTL Course: First Aid

General Competencies: Include but are not limited to providing information to recognize emergency situations, proper course of action with different types of emergency situations, and apply appropriate first aid care including CPR and AED.

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Army	MOS-12M-001	Firefighter	12M40	3 semester hours in first aid	10/2010
	MOS-21M-001	Firefighter	21M40	3 semester hours in first aid	10/2010

CTL Course: Interpersonal Communication

General Competencies: Include but are not limited to issues analysis and resolutions (communications to all parties), effective listening, verbal communication, email, texting, non-verbal communication, and rapport.

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Navy Enlisted	NEC-9585-012	Recruiter Canvasser	N/A	3 semester hours in interpersonal communication	9/2009
	NEC-2612-007	Classification Interviewer	N/A	3 semester hours in interpersonal communication	9/2009
	NEC-2186-009	Career Recruiter	N/A	3 semester hours in interpersonal communication	9/2009
	NER-ABE-004	Aviation Boatswain's Mate, Launching and Recovery Equipment	ABECS	3 semester hours in interpersonal communication	11/2006
Navy Warrant Officer	NWO-731X-003	Aviation Boatswain	731X	3 semester hours in interpersonal communication	11/2006
Navy Limited Duty Officer	LDO-631X-003	Aviation Deck	631X	3 semester hours in interpersonal communication	11/2006

CTL Course: Mass Communication, Introduction to

General Competencies: Include but are not limited to oral communications, presentation skills, and presentations including multi-media, report writing, and public speaking.

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Coast Guard	CGW-AVI-003	Aviation Engineering Specialty	N/A	3 semester hours in communication	9/2008
	CGW-ELC-003	Electronics	N/A	3 semester hours in communication	2/2009
	CGW-ENG-003	Naval Engineering	N/A	3 semester hours in communication	2/2009
	CGW-FS-003	Finance and Supply	N/A	3 semester hours in communication	2/2009
	CGW-ISM-001	Information Systems Management	N/A	3 semester hours in communication	9/2008
	CGW-MAT-003	Material Maintenance Specialty	N/A	3 semester hours in communication	9/2008
	CGW-MSS-001	Marine Safety Specialist	N/A	3 semester hours in communication	1/2006
	CGW-MSSD-001	Marine Safety Specialist Deck (MSSD)	N/A	3 semester hours in communication	7/2010
	CGW-MSSE-001	Marine Safety Specialist Engineering (MSSE)	N/A	3 semester hours in communication	7/2010

CTL Course: Mass Communication, Introduction to – *continued*

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Navy Limited Duty Officer	LDO-611X-003	Surface Deck	611X	3 semester hours in communication	9/10
	LDO-613X-003	Surface Engineering/Repair	613X	3 semester hours in communication	9/10
	LDO-616X-004	Surface Ordinance	616X	3 semester hours in communication	9/10
	LDO-618X-003	Surface Electronics	618X	3 semester hours in communication	9/10
	LDO-621X-003	Submarine Deck	621X	3 semester hours in communication	9/10
	LDO-623X-004	Submarine Engineering/Repair	632X	3 semester hours in communication	9/10
	LDO-626X-004	Submarine Ordinance	627X	3 semester hours in communication	9/10
	LDO-628X-003	Submarine Electronics	628X	3 semester hours in communication	9/10
	LDO-629X-002	Submarine Communications	629X	3 semester hours in communication	9/10
	LDO-640X-005	Nuclear Power	640X	3 semester hours in communication	9/10
	LDO-641X-003	Administration	641X	3 semester hours in communication	9/10
	LDO-642X-004	Data Processing	642X	3 semester hours in communication	9/10

CTL Course: Mass Communication, Introduction to – *continued*

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Navy Limited Duty Officer	LDO-643X-002	Bandmaster	643X	3 semester hours in communication	9/2010
	LDO-644X-004	Cryptology	644X	3 semester hours in communication	9/2010
	LDO-646X-004	Meteorology/Oceanography	646X	3 semester hours in communication	9/2010
	LDO-649X-003	Security	649X	3 semester hours in communication	9/2010
Marine Corps	MCE-0369-001	Infantry Unite Leader	0369	3 semester hours in communication	7/2007
	MCE-2149-001	Ordnance Vehicle Maintenance Chief	2149	3 semester hours in communication	7/2009
	MCE-2834-001	Satellite Communications (SATCOM) Technician	2834	3 semester hours in communication	9/2009
	MCE-2891-001	Electronics Maintenance Chief	2891	3 semester hours in communication	7/2007
	MCE-3432-001	Finance Technician	3432	MSGT, MGYSGT: 3 semester hours in communication	2/2007
	MCE-3451-001	Financial Management Resources Analyst	3451	MSGT, MGYSGT: 3 semester hours in communication	2/2007
	MCE-3529-001	Motor Transport Maintenance Chief	3529	MSGT, MSYSGT: 3 semester hours in communication	2/2007
	MCE-3537-001	Motor Transport Operations Chief	3537	MSGT, MSYSGT: 3 semester hours in communication	2/2007

CTL Course: Mass Communication, Introduction to – *continued*

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Marine Corps	MCE-4341-001	Combat Correspondent	4341	3 semester hours in communication	4/2009
	MCE-4612-001	Combat Camera Production Specialist	4612	3 semester hours in communication	4/2009
	MCE-4671-001	Combat Videographer	4671	3 semester hours in communication	4/2009
	MCE-6156-002	Tiltrotor Airframe Mechanic, MV-22 6156	6156	Level 3/4: 3 semester hours in communication	1/2010
	MCE-6324-003	Aircraft Communications/Navigation/Electrical/Weapon Systems Technician (U/AH-1)	6324	Level 3/4: 3 semester hours in communication	1/2010
	MCE-6326-002	Aircraft Communications/Navigation/Electrical /Systems Technician, V-22 (Aircraft Communications/Navigation/ Electrical/Weapon Systems Technician, V-22)	6326	Level 3/4: 3 semester hours in communication	1/v10
	MCE-7011-001	Expeditionary Airfield Systems Technician	7011	MSGT, MGYSGT: 3 semester hours in communication	2/2009
Navy Enlisted	NER-GSE-004	Gas Turbine Systems Technician, Electrical	GSE1 GSEC	3 semester hours in communication	10/2007
	NER-GSM-004	Gas Turbine Systems Technician, Mechanical	GSMC	3 semester hours in communication	10/2007
	NER-HT-004	Hull Maintenance Technician	HTC HTCS HTCM	3 semester hours in communication	10/2007

CTL Course: Mass Communication, Introduction to – *continued*

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Navy Enlisted	NER-IS-004	Intelligence Specialist	IS3 IS2 IS1 ISC ISCS ISCM	3 semester hours in communication	8/2006
	NER-MA-004	Master-at-Arms	MA3 MA2 MA1 MAC MACS MACM	3 semester hours in communication	3/2009
	NER-MM-006	Machinist's Mate	MMC MMCS MMCM	3 semester hours in communication	10/2007
	NER-SH-004	Ship's Serviceman	SH3 SH2 SH1 SHC SHCS SHCM	3 semester hours in communication	6/2010
	NER-STG-004	Sonar Technician, Surface	STG1 STGC STGCS STGCM	3 semester hours in communication	6/2009
	NER-STS-005	Sonar Technician, Submarine	STSC STSCS STSCM	3 semester hours in communication	6/2007

CTL Course: Mass Communication, Introduction to – *continued*

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Navy Enlisted	NER-YN-004	Yeoman	YN3 YN2 YN1 YNC YNCS YNCM	3 semester hours in communication	6/2010
Navy Warrant Officer	NWO-711X-004	Surface Boatswain	711X	3 semester hours in communication	9/2010
	NWO-712X-004	Surface Operations Technician	712X	3 semester hours in communication	9/2010
	NWO-713X-005	Surface Engineering Technician	713X	3 semester hours in communication	9/2010
	NWO-716X-004	Surface Ordinance Technician	716X	3 semester hours in communication	9/2010
	NWO-718X-003	Surface Electronics Technician	718X	3 semester hours in communication	9/2010
	NWO-720X-002	Diving Officer	720X	3 semester hours in communication	9/2010
	NWO-721X-004	Submarine Boatswain	721X	3 semester hours in communication	9/2010
	NWO-723X-004	Submarine Engineering Technician	723X	3 semester hours in communication	9/2010
	NWO-728X-003	Submarine Electronics Technician	728X	3 semester hours in communication	9/2010
	NWO-740X-003	Nuclear Power Technician	740X	3 semester hours in communication	9/2010

CTL Course: Mass Communication, Introduction to – *continued*

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Navy Warrant Officer	NWO-741X-004	Ship's Clerk	741X	3 semester hours in communication	9/2010
	NWO-742X-004	Data Processing Technician	742X	3 semester hours in communication	9/2010
	NWO-745X-004	Intelligence Technician	745X	3 semester hours in communication	9/2010
	NWO-749X-003	Security Technician	749X	3 semester hours in communication	9/2010
	NWO-752X-003	Food Service	752X	3 semester hours in communication	9/2010

CTL Course: Political Science, Introduction to

General Competencies: Include but are not limited to basic principles of political science, government, and its institutions, international relations and political philosophy and theory.

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Army	MOS-38B-001	Civil Affairs Specialist	38B30 38B40 38B50	3 semester hours in political science	8/2010

CTL Course: Public Speaking, Fundamentals of

General Competencies: Include but are not limited to outlining, research, effective delivery methods, and critical listening and evaluation.

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Navy Enlisted	NEC-9502-003	Instructor	N/A	3 semester hours in public speaking	11/2007
	NEC-9518-003	Naval Leadership Development Program (NAVLEAD) Facilitator	N/A	3 semester hours in public speaking	11/2007
	NER-SB-001	Special Warfare Boat Operator	SB2 SB1 SBC SBCS SBCM	3 semester hours in public speaking	10/2006
	NER-SO-001	Special Warfare Operator	SO2 SO1 SOC SOCS SOCM	3 semester hours in public speaking	10/2006

CTL Course: Technical Writing

General Competencies: Iwnclude but are not limited to appropriate styles and format, audience analysis, justifications, lessons learned, and techniques for gathering and interpreting presentation information for effective written composition in the worlds of business, science, and industry.

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Army	MOS-35L-004	Counter Intelligence Agent	35L30	3 semester hours in technical writing	2/2010
	MOS-35M-004	Human Intelligence Collector	35M30 35M40 35M50	3 semester hours in technical writing	6/2010
	MOS-35P-004	Cryptologic Linguist	35P30 35P40 35P50	3 semester hours in technical writing	6/2010
	MOS-35U-005	Multi-Sensor Operator	35U30 35U40 35U50	3 semester hours in technical writing	6/2010
	MOS-35Y-002	Chief Counter Intelligence/Human Intelligence Sergeant	35Y50	3 semester hours in technical writing	6/2010
	MOS-74D-005	Chemical Operations Specialist	74D40 74D50	74D40: 3 semester hours in technical writing 74D50: 4 semester hours in technical writing	10/2010
	MOS-89B-001	Ammunition Specialist	89B50	3 semester hours in technical writing	10/2010
	MOS-94P-001	Multiple Launch Rocket System (MLRS) Repair	94P40	3 semester hours in technical writing	6/2010

CTL Course: Technical Writing – *continued*

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Army	MOS-98G-007	Cryptologic Communications Interceptor/Locator	98G30	3 semester hours in technical writing	6/2010
	MOS-98P-001	Multi-Sensor Operator	98P30 98P40 98P50	3 semester hours in technical writing	6/2010
Coast Guard Warrant Officer	CGW-BOSN-003	Boatswain	N/A	3 semester hours in technical writing	9/2006
	CGW-MSS-001	Marine Safety Specialist	N/A	3 semester hours in technical writing	1/2006
	CGW-WEPS-003	Weapons	N/A	3 semester hours in technical writing	9/2006
Navy Enlisted	NER-CTA-005	Cryptologic Technician, Administrative	CTAC CTACS CTACM	3 semester hours in technical writing	11/2006
	NER-CTM-005	Cryptologic Technician, Maintenance	CTMC CTMCS CTMCM	3 semester hours in technical writing	9/2010
	NER-EM-007	Electrician's Mate	EM2 EM3 EMC EMCS EMCM	3 semester hours in technical writing	8/2006
	NER-ET-007	Electronics Technician, Surface	ETCS ETCM	3 semester hours in technical writing	3/2006
	NER-FT-005	Fire Control Technician, Submarine	FTC FTCS FTCM	3 semester hours in technical writing	5/2006

CTL Course: Technical Writing – *continued*

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Navy Enlisted	NER-MT-003	Missile Technician	MTC MTCS MTCM	3 semester hours in technical writing	5/2006
	NER-OS-004	Operations Specialist	OS2 OS1 OSC OSCS OSCM	3 semester hours in technical writing	8/2006
	NER-QM-004	Quartermaster	QM2 QM1 QMC QMCS QMCM	3 semester hours in technical writing	8/2006
Marine Corps	MCE-4691-001	Combat Camera Chief	4691	3 semester hours in technical writing	4/2009
Navy Warrant Officer	NWO-711X-003	Surface Boatswain	711X	3 semester hours in technical writing	8/2006
	NWO-741X-004	Surface Boatswain	471X	3 semester hours in technical writing	9/2010
	NWO-742X-003	Information Systems Technician	421X	3 semester hours in technical writing	11/2006
	NWO-742X-004	Data Processing Technician	742X	3 semester hours in technical writing	9/2010
	NWO-744X-003	Information Warfare Technician	744X	3 semester hours in technical writing	11/2006
	NWO-744X-004	Cryptologic Technician	744X	3 semester hours in technical writing	9/2010
	NWO-745X-004	Intelligence Technician	745X	3 semester hours in technical writing	9/2010

CTL Course: Technical Writing – *continued*

Service Branch	ACE Military Occupation Specialty (MOS) or Rating Number	Occupation Title(s)	Military Designation Number (MOS or Rating)	ACE Credit Recommendation	Date of Most Recent Academic Evaluation
Navy Warrant Officer	NWO-749X-003	Security Technician	749X	3 semester hours in technical writing	9/2010
	NWO-751X-003	Supply Corps	751X	3 semester hours in technical writing	9/2010
	NWO-752X-003	Food Service	752X	3 semester hours in technical writing	9/2010
Navy Limited Duty Officer	LDO-641X-003	Administration	641X	3 semester hours in technical writing	9/2010
	LDO-642X-003	Information Systems	642X	3 semester hours in technical writing	11/2006
	LDO-642X-004	Data Processing	642X	3 semester hours in technical writing	9/2010
	LDO-643X-002	Bandmaster	643X	3 semester hours in technical writing	9/2010
	LDO-644X-003	Information Warfare	644X	3 semester hours in technical writing	11/2006
	LDO-644X-004	Cryptology	644X	3 semester hours in technical writing	9/2010
	LDO-645X-003	Intelligence	645X	3 semester hours in technical writing	9/2010
	LDO-646X-004	Meteorology/Oceanography	646X	3 semester hours in technical writing	9/2010
	LDO-649X-003	Security	649X	3 semester hours in technical writing	9/2010
	LDO-651X-004	Supply Corps	651X	3 semester hours in technical writing	10/2006
	LDO-651X-005	Supply Corps	651X	3 semester hours in technical writing	9/2010