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**Computer & Information Technologies – Business Software and Support Track (110101717)**

**Business Software Specialist Sequence Credential (AAS)**

**Program Coordinator: Don Halcomb E-mail: don.halcomb@kctcs.edu Phone: 859-246-6289**

**Mike Hardin E-mail: mike.hardin@kctcs.edu Phone: 859-246-6619**

**Program Website:** [**https://bluegrass.kctcs.edu/education-training/program-finder/computer-information-technology.aspx**](https://bluegrass.kctcs.edu/education-training/program-finder/computer-information-technology.aspx)

**Student Name: Student ID:**

***Students need to be at KCTCS placement levels for all courses***

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| **First Semester** | **Credits** | **Term** | **Grade** | **Prereqs/Notes** |
| CIT 105 Introduction to Computers | 3 |  |  | Should be taken first semester |
| CIT 120 Computational Thinking | 3 |  |  | Should be taken first semester |
| Heritage OR Humanities Course | 3 |  |  |  |
| ENG 101 Writing I | 3 |  |  |  |
| MAT 150 College Algebra (Quantitative Reasoning) | 3 |  |  | Should be taken first semester |
| **Total Semester Credit Hours** | **15** |  |  |  |

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| **Second Semester** | **Credits** | **Term** | **Grade** | **Prereqs/Notes** |
| CIT 130 Productivity Software | 3 |  |  |  |
| CIT 111 Computer Hardware and Software | 4 |  |  |  |
| CIT 160 Introduction to Networking Concepts | 4 |  |  | OR CIT 161 – Introduction to Networks (4)  Co-requisite with CIT 111 |
| CIT 170 Database Design Fundamentals | 3 |  |  |  |
| Approved Business OR Mgt Course | 3 |  |  | See list below |
| **Total Semester Credit Hours** | **17** |  |  |  |

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| **Third Semester** | **Credits** | **Term** | **Grade** | **Prereqs/Notes** |
| CIT 180 Security Fundamentals | 3 |  |  |  |
| CIT 234 Advanced Productivity Software | 3 |  |  |  |
| CIT 236 Advanced Data Organization Software | 3 |  |  |  |
| Approved Level I Programming Language Course | 3 |  |  | See list below |
| Natural Science Course | 3 |  |  |  |
| **Total Semester Credit Hours** | **15** |  |  |  |

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| **Fourth Semester** | **Credits** | **Term** | **Grade** | **Prereqs/Notes** |
| CIT 171 SQL I | 3 |  |  |  |
| CIT Technical Course | 3 |  |  | See list below |
| CIT 293 CIT Employability Skills | 1 |  |  |  |
| Approved Business OR Mgt Course | 3 |  |  | See list below |
| Social/Behavioral Science Course | 3 |  |  |  |
| **Total Semester Credit Hours** | **13** |  |  |  |

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| **Total Credential Hours** | **60** |  |  |  |

***Note: 25% of Total Program Credit Hours must be earned at Bluegrass Community and Technical College.***

**Advisor Name: Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Name: Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Special Instructions:** |
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| **Approved Electives (if applicable)** | |
| **Level I Programming Language Courses: See list below** | |
| INF 120 | Elementary Programming (3) |
| CIT 140 | JavaScript I (3) |
| CIT 141 | PHP I (3) |
| CIT 142 | C++ I (3) |
| CIT 143 | C# I (3) |
| CIT 144 | Python I (3) |
| CIT 145 | Perl I (3) |
| CIT 146 | Swift I (3) |
| CIT 147 | Programming I: Language (3) |
| CIT 148 | Visual Basic I (3) |
| CIT 149 | Java I (3) |
| CIT 171 | SQL I (3) |
| CS 115 | Intro to Computer Programming (3) |
| **CIT Technical Elective Courses: See list below** | |
| CIT Course | Not previously taken |
| Other Courses | As approved by CIT Program Coordinator |
| **Approved Business Courses: See list below** | |
| ACC 201 | Financial Accounting I |
| ACT 101 | Fundamentals of Accounting |
| BAS 160 | Introduction to Business |
| IFM 111 | Client-Side Informatics Software |
| IFM 128 | Principles of Informatics |
| IFM 211 | Collaboration Software |
| IFM 225 | Advanced Informatics |
|  | Any business or informatics course approved by the CIT Program Coordinator |
| **Approved Management Courses: See list below** | |
| BAS 200 | Small Business Management |
| BAS 274 | Human Resource Management |
| BAS 283 | Principles of Management |
| BAS 287 | Supervisory Management |
| BAS 288 | Personal and Organizational Management |
| MFG 256 | Production Management |
| OST 275 | Office Management |
| QMS 101 | Introduction to Quality Systems |
| QMS 201 | Customer Service Improvement Skills |
|  | Any management course approved by the CIT Program Coordinator |