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**Computer & Information Technologies – Productivity Software Specialist**

**(1101013299) Credential (Certificate)**

**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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| **Pre-Admission Requirements (if applicable)** |
| **First Semester** | **Credits** | **Term** | **Grade** | **Prereqs/Notes** |
| CIT 105 – Introduction to Computing | 3 |  |  |  |
| **Total Semester Credit Hours** | **3** |

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| **Second Semester** | **Credits** | **Term** | **Grade** | **Prereqs/Notes** |
| CIT 130 Productivity Software | 3 |  |  |  |
| **Total Semester Credit Hours** | **3** |  |  |  |

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| **Third Semester** | **Credits** | **Term** | **Grade** | **Prereqs/Notes** |
| CIT 234 Advanced Productivity Software | 3 |  |  |  |
| CIT 236 Advanced Data Organization Software | 3 |  |  |  |
| **Total Semester Credit Hours** | **6** |  |  |  |

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| **Total Credit Hours for Credential** | **12** |  |  |  |

***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:** |
| Note: This is a one class certificate. Should students come in prepared to take the class, a CIT faculty member (only) can waive the pre-requisites. If it is determined that the student is not prepared, they will be required to fill pre-requisites as determined appropriated by a CIT faculty member (only). |