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

**Certificate**

**Program Coordinator: Robert Chirwa E-mail:** **robert.chirwa@kctcs.edu** **Phone: 859-246-6298**

**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 must meet college readiness benchmarks as identified by the Council on Postsecondary Education or remedy the identified skill deficiencies.***

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| **First Semester** | **Credit****Hours** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| CIT 105 Introduction to Computers  | 3 |  |  |  | See Note below. |
| **Total Semester Credit Hours** | **3** |  |  |  |  |

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| **Second Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| CIT 130 Productivity Software | 3 |  |  | CIT 105 |  |
| **Total Semester Credit Hours** | **3**  |  |  |  |  |

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| **Third Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| CIT 234 Advanced Productivity Software | 3 |  |  | CIT 130 |  |
| CIT 236 Advanced Data Organization Software | 3 |  |  | CIT 130 |  |
| **Total Semester Credit Hours** | **6**  |  |  |  |  |
| **Total Certificate Credit Hours** | **12**  |  |  |  |  |

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| * **25% or more of Total Certificate Credit Hours must be earned at BCTC**
* **Grade of C or higher in each course required for the certificate**
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**Graduation Requirements:**

**Advisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Additional Information** |
| Students can demonstrate Digital Literacy by exam or certification rather than complete CIT 105.  |