



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

Program Coordinator: Robert Chirwa

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Program Website: <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.*

First Semester	Credit Hours	Term	Grade	Prerequisites	Notes
CIT 105 Introduction to Computers	3				See Note below.
<b>Total Semester Credit Hours</b>	<b>3</b>				

Second Semester	Cr. Hrs.	Term	Grade	Prerequisites	Notes
CIT 130 Productivity Software	3			CIT 105	
<b>Total Semester Credit Hours</b>	<b>3</b>				

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	
<b>Total Semester Credit Hours</b>	<b>6</b>				
<b>Total Certificate Credit Hours</b>	<b>12</b>				

- Graduation Requirements:
- 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

Advisor Name \_\_\_\_\_

Advisor Contact \_\_\_\_\_

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