[Computer and Information Technologies – Productivity Software Specialist](https://bluegrass.kctcs.edu/education-training/program-finder/computer-information-technology.aspx)

Certificate

Coordinator: Robert Chirwa ([robert.chirwa@kctcs.edu](mailto:robert.chirwa@kctcs.edu)) 859-246-6298

Student Name: Student ID:

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

Semester 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| CIT 105 Introduction to Computers | 3 |  |  |  | See Note |
| Total Semester Credit Hours | 3 |  |  |  |  |

Semester 2

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

Semester 3

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

**Graduation Requirements:**

* 25% or more of Total Certificate Credit Hours must be earned at BCTC.
* Cumulative GPA must be 2.0 or higher.

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

**Additional Information**

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

*Reviewed by: Robert Chirwa Effective Term: Fall 2021*

*Review Date: 03-10-2021*