



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.
Total Semester Credit Hours	3				

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

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				

- 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.