



**Computer & Information Technologies – Productivity Software Specialist
(1101013299) Credential (Certificate)**

**Program Coordinator: Don Halcomb
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Program Website: <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

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

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

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			

Total Credit Hours for Credential	12
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Note: 25% of Total Program Credit Hours must be earned at Bluegrass Community and Technical College.

Advisor Name:

Advisor Signature: _____

Student Name:

Student Signature: _____

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).