Student Name: _____

Computer & Information Technologies : Productivity Software Specialist

(12 Total Credit Hrs)

Maysville Community & Technical College

Open Admissions Certificate

Terry Pasley, Program Coordinator

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Academic Plan Code: 1101013299 **Academic Program Code:** ENTC

Certificate Requirements *(12 Credit Hours)*		**Credit Hours**	**Semester Taken**
CIT 105	Introduction to Computers	3	
CIT 130	Productivity Software	3	
CIT 234	Advanced Productivity Software	3	
CIT 236	Advanced Data Organization Software	3	
	Total	**12**	

Notes:

1. It is the responsibility of the student to notify their Advisor of changes they have made to their class schedule. Failure to do so could result in a delayed graduation date or ineligibility for graduation. (*Examples: Online registration, drop/add, or change of class sequence.)*
2. Certificates may also be completed prior to or while earning an AAS degree. (Refer to MCTC's CIT Program Website).
3. In order to graduate and obtain a Certificate, a student must earn a minimum grade of "C" in ALL courses required by the Certificate.
4. Required minimum ACT or COMPASS placement scores are listed below:

	Math	**Reading**	**Writing**
COMPASS	42 (Pre-Algebra)	80	64

Productivity Software Specialist Certificate Information

The Productivity Software Specialist Certificate offers students the opportunity to earn a credential demonstrating productivity software competencies. This certificate consists of the core skills that students need to effectively use various productivity software products. In addition, this certificate will provide a way for professionals currently in the industry to update their productivity software skills and for new students to show progress in the CIT program.

Upon completion of this Certificate program, the graduate can:

1. Describe common categories of productivity software and their uses in a work environment.
2. Use and support word processing software at an intermediate level.
3. Use and support spreadsheet software at an intermediate level.
4. Use and support database software at an intermediate level.
5. Use and support presentation software at an intermediate level.
6. Develop and debug modules and macros for software applications.
7. Describe facets of customer service.
8. Conduct end-user training and develop end-user training materials.
9. Use collaborative software.

Total Credit Hours: 12