

2016-2017**Computer Applications and Support**

Certificate of Employability

Krista Sutton or Ron Flury

Faculty Advisor/Program Director

Student Name

Academic Advisor

575.624.7213 or 624-7021

Telephone Number

Student ID Number

Date

		Grade	Sem.		Grade	Sem.		Grade	Sem.
Writeplacer	ENG 093			ENG 096			ENG 098L		
Math	--	--	--	MATH 094/095			MATH 097/098		

Note * Prerequisite/s required: See list below

Courses Required			Credit Hours	Grade	Semester
CIT	263	Microsoft Word	3 hrs.		
CIT	263L	Microsoft Word Lab	1 hr.		
CIT	274	Microsoft Excel	3 hrs.		
CIT	274L	Microsoft Excel Lab	1 hr.		
CIT	284	Microsoft Access	3 hrs.		
CIT	284L	Microsoft Access Lab	1 hr.		
CIT	285	Microsoft PowerPoint	3 hrs.		
CIT	285L	Microsoft PowerPoint Lab	1 hr.		
			16 hrs.		

TOTAL HOURS REQUIRED FOR CERTIFICATE	16 hrs.
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