

**2016-2017****Computer Applications and Support**

Certificate of Occupational Training

**Krista Sutton or Ron Flury**

Faculty Advisor/Program Director

Student Name

Academic Advisor

**575-624-7213 or 575-624-7021**

Telephone Number

Student ID Number

Date

Note \* Prerequisite/s required: See list below

Fall Semester			Credit Hours	Grade	Semester
ACCT	201	Principles of Accounting I	4 hrs.		
CIT	101	Basic Computer Skills I	3 hrs.		
CIT	210	Employability Skills & Customer Service	3 hrs.		
*CIT	221	Internet Technologies	3 hrs.		
ENTR	101	The Entrepreneurial Mindset	3hrs.		
<b>OR</b>					
PSY	134	The Psychology of Success	3hrs.		
<b>OR</b>					
UNIV	101	Principles of Student Success	3 hrs.		
			<b>16 hrs.</b>		

Spring Semester			Credit Hours	Grade	Semester
CIT	151	Basic Computer Skills II	3 hrs.		
CIT	263	Microsoft Word	3 hrs.		
CIT	263L	Microsoft Word Lab	1 hr.		
CIT	264	Desktop Publishing	3 hrs.		
CIT	182	Ethics in Information Technology	1 hr.		
CIT	185	Introduction to Computer Information Systems	3 hrs.		
			<b>14 hrs.</b>		

**TOTAL HOURS REQUIRED FOR CERTIFICATE****30 hrs.****\*Prerequisites:**

CIT 221 Internet Technologies

**Prerequisite: CIT 185 or CIT 151**