Special Expertise Addendum

Course or Allied Service	**Brief Rationale**	**Criteria** The criteria will be relevant, objective, verifiable and reasonable.
CS 60.11B - MS Word, Part 2	To teach MS Word, an instructor must have extensive knowledge of the program.	Must have either (1) 5 years of work experience requiring use of the course content within the last 10 years, OR (2) taught or passed the prerequisite course within the last 5 years, OR (3) taught or passed the course within the last 5 years, OR (4) passed an industry-standard certification exam on the course content.
CS 61.11A - MS Excel, Part 1	To teach MS Word, an instructor must have extensive knowledge of the program.	Must have either (1) 5 years of work experience requiring use of the course content within the last 10 years, OR (2) taught or passed the course within the last 5 years, OR (3) passed an industry-standard certification exam on the course content.
CS 61.11B - MS Excel, Part 2	To teach MS Word, an instructor must have extensive knowledge of the program.	Must have either (1) 5 years of work experience requiring use of the course content within the last 10 years, OR (2) taught or passed the prerequisite course within the last 5 years, OR (3) taught or passed the course within the last 5 years, OR (4) passed an industry-standard certification exam on the course content.
CS 62.11A – MS Powerpoint, Part 1	To teach MS PowerPoint, an instructor must have extensive knowledge of the program.	Must have either (1) 5 years of work experience requiring use of the course content within the last 10 years, OR (2) taught or passed the course within the last 5 years, OR (3) passed an industry-standard certification exam on the course content.
CS 63.11A – MS Access, Part 1	To teach MS Access, an instructor must have extensive knowledge of the program.	Must have either (1) 5 years of work experience requiring use of the course content within the last 10 years, OR (2) taught or passed the course within the last 5 years, OR (3) passed an industry-standard certification exam on the course content.
CS 70.11A - Adobe Photoshop 1	To teach Photoshop, an instructor must have extensive current knowledge of the program.	Must have either (1) current Adobe Certified Expert (ACE) status in Photoshop, OR (2) taught an equivalent course within the last 2 years.
CS 70.11B - Adobe Photoshop 2	To teach Photoshop, an instructor must have extensive current knowledge of the program.	Must have either (1) current Adobe Certified Expert (ACE) status in Photoshop, OR (2) taught an equivalent course within the last 2 years.
CS 71.11 – Adobe Illustrator 1	To teach Illustrator, an instructor must have extensive current knowledge of the program.	Must have either (1) current Adobe Certified Expert (ACE) status in Illustrator, OR (2) taught the course within the last 2 years.
CS 72.11A – Adobe InDesign 1	To teach InDesign, an instructor must have extensive current knowledge of the program.	Must have either (1) current Adobe Certified Expert (ACE) status in InDesign, OR (2) taught the course within the last 2 years.
CS 72.11B - Adobe InDesign 2	To teach InDesign, an instructor must have extensive knowledge of the program.	Must have either (1) current Adobe Certified Expert (ACE) status in InDesign, OR (2) taught the course within the last 2 years.