

**Computer Office Technology**

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

REQUIRED CREDITS: 60

DEGREE CODE: COT-AAS

**DESCRIPTION**

The Associate of Applied Science Degree in Computer Office Technology provides individuals with the knowledge and skills necessary for office professionals. Courses include instruction in the latest computer office technology skills using a keyboard, voice recognition, or handwriting recognition; software including word processing, spreadsheets, databases, and presentations; general and advanced office skills; and communication skills.

**STUDENT LEARNING OUTCOMES**

- Create text by using one of the following methods of input—computer keyboard; voice recognition software; or handwriting recognition software.
- Create office documents using a variety of the functions of Office software.
- Review and verify information using critical thinking skills.

**PLEASE NOTE** - The courses listed below may require a prerequisite or corequisite. Read course descriptions before registering for classes. All MATH and ENG courses numbered 01-99 must be completed before reaching 30 total college-level credits. No course under 100-level counts toward degree completion.

**GENERAL EDUCATION REQUIREMENTS (22 CREDITS)****MATHEMATICS (3 credits)**

MATH 104B or above (except MATH 122, 123)

**ENGLISH COMPOSITION (3-5 credits)**

See AAS policy p. 48 for courses

**COMMUNICATIONS (3 credits)**

COM 101, 102, 215; ENG 102, 114, 205; JOUR 102

**HUMAN RELATIONS (3 credits)**

ALS 101; ANTH 101, 112, 201, 205; HIST 105, 106, 107, 150, 151, 210, 247, 260; HMS 130; MGT 283; PHIL 135; PSC 201; PSY 101, 102, 207, 208, 261; SOC 101 or above

**NATURAL SCIENCE (3 credits)**

AST 101 or above; BIOL 101 or above; CHEM 103 or above; EGG 131, 132; ENV 101 or above; GEOG 103, 104, 117; GEOL 100 or above; HHP 123B, 124B; PHYS 110 or above

**FINE ARTS/HUMANITIES/SOCIAL SCIENCES (3 credits)**

AM 145 or above; ANTH 101 or above; ART 101 or above; GEOG 106 or above; HIST 101 or above; World Languages 101B or above; MUS 101 or above; PHIL 101 or above; PSC 101 or above; PSY 101 or above; SOC 101 or above; THTR 100 or above; WMST 113

**U.S. AND NEVADA CONSTITUTIONS (4-6 credits)**

See AAS policy p. 49 for courses

**SPECIAL PROGRAM REQUIREMENTS (38 CREDITS)****CORE REQUIREMENTS (28 credits)**

ACC 135B	Bookkeeping I	3
BUS 106B	Business English	3
BUS 108	Business Letters and Reports	3
COT 102	Computer Keyboarding II	3
COT 127B	Microsoft Office for Offices	3
COT 129B	Records Management	3
COT 200	Word Processing I	3
COT 201B	Word Processing II	3
COT 213B	Business Professionalism	1
MGT 201	Principles of Management	3

**ELECTIVES (choose 10 credits)**

BUS 101	Introduction to Business	3
COT 103B	Keyboard Review and Speed	1-3
COT 108	Speedwriting Shorthand I	3
COT 109B	Speedwriting Shorthand II	3
COT 132B	Outlook for Offices	1
COT 205B	Pads & Tabs – Office on the Go	3
COT 208B	Tablet Computer, Voice and Handwriting	1
COT 209B	Tablet Computer, Voice and Handwriting II	3

See Degree Plan on next page.

- NOTE**
- Course numbers with the “B” suffix may be non-transferable for a NSHE baccalaureate degree.
  - Course numbers with the “H” suffix are designated Honors-level courses and can be used to fulfill equivalent general education requirements. For more information visit [www.csn.edu/honors](http://www.csn.edu/honors).
  - In no case, may one course be used to meet more than one requirement except for the Values and Diversity general education requirement (only AA, AS, and AB degrees) which may be used to fulfill the corresponding general education or emphasis requirement.
  - Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.



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**FULL-TIME STUDENT DEGREE PLAN**

*Add more semesters to modify this plan to fit part-time student needs.*

<b>FIRST SEMESTER</b>	<b>Credits</b>
Complete Mathematics (see courses previous page)	3
Complete AAS English Composition p. 48	3-5
Complete Communications (see courses previous page)	3
COT 102 Computer Keyboarding II	3
COT 127B Microsoft Office for Offices	3
<b>TOTAL CREDITS</b> .....	<b>15-17</b>

<b>SECOND SEMESTER</b>	<b>Credits</b>
Complete Natural Science (see courses previous page)	3
ACC 135B Bookkeeping I	3
BUS 106B Business English	3
COT 129B Records Management	3
COT 200 Word Processing I	3
<b>TOTAL CREDITS</b> .....	<b>15</b>

<b>THIRD SEMESTER</b>	<b>Credits</b>
Complete Human Relations (see courses previous page)	3
BUS 108 Business Letters and Reports	3
COT 201B Word Processing II	3
MGT 201 Principles of Management	3
Complete Electives (see courses previous page)	3
<b>TOTAL CREDITS</b> .....	<b>15</b>

<b>FOURTH SEMESTER</b>	<b>Credits</b>
Complete Fine Arts/Humanities/Social Sciences (see courses previous page)	3
See AAS US/NV Constitutions <sup>1</sup> p. 49	4-6
COT 213B Business Professionalism	1
Complete Electives (see courses previous page)	7
<b>TOTAL CREDITS</b> .....	<b>15-17</b>

**DEGREE PLAN TOTAL CREDITS..... 60-64**

<sup>1</sup>PSC 101 completes this requirement at 4 credits. If the HIST option is chosen, complete HIST 101 or 111 in the second semester and HIST 102 or 217 in the third or fourth semester.

