

Computer Office Technology
CERTIFICATE OF ACHIEVEMENT (CA)

REQUIRED CREDITS: 30

DEGREE CODE: COT-CT

DESCRIPTION

The Certificate of Achievement 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—a computer keyboard; voice recognition software; or handwriting recognition software.
- Create 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 (3 CREDITS)

COMMUNICATIONS (3-5 credits)

BUS 108; COM 101, 102, 215; ENG 100, 101, 102, 107, 113, 114, 205; JOUR 102; THTR 105

SPECIAL PROGRAM REQUIREMENTS (27 CREDITS)

CORE REQUIREMENTS (24 credits)

| | | |
|----------|------------------------------|---|
| ACC 135B | Bookkeeping I | 3 |
| BUS 106B | Business English | 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 |
| MGT 201 | Principles of Management | 3 |

ELECTIVES (choose 3 credits)

| | | |
|----------|---|---|
| COT 103B | Keyboard Review and Speed | 1 |
| COT 108 | Speedwriting Shorthand I | 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 |

Computation included in ACC 135B
 Human Relations included in MGT 201

FULL-TIME STUDENT DEGREE PLAN

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

| FIRST SEMESTER | Credits |
|---------------------------------------|----------------|
| ENG 100 or 101 | 3-5 |
| COT 102 Computer Keyboarding II | 3 |
| COT 127B Microsoft Office for Offices | 3 |
| COT 129B Records management | 3 |
| COT 200 Word Processing | 3 |
| TOTAL CREDITS | 15-17 |

| SECOND SEMESTER | Credits |
|--|----------------|
| ACC 135B Bookkeeping I | 3 |
| BUS 106B Business English ¹ | 3 |
| COT 201B Word Processing II | 3 |
| MGT 201 Principles of Management | 3 |
| Complete Electives (see courses this page) | 3 |
| TOTAL CREDITS | 15 |

DEGREE PLAN TOTAL CREDITS.....**30-32**

¹ENG 100 or ENG 101 required for BUS 106B.

- 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.
 - 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.

