

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

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 keyboard, voice, and handwriting computer input); software (including word processing, spreadsheets, databases and presentations); general and advanced office skills; and communication skills.

STUDENT LEARNING OUTCOMES - Graduates of this program will have the opportunity to:

- Demonstrate proficiency in Computer Input using a keyboard by touch, voice recognition software, or handwriting recognition software at a minimum of 30 wpm with 95% accuracy.
- Demonstrate proficiency in computer Input of various office-related documents (using methods listed above) in a word processing program with 95% accuracy.
- Demonstrate beginning and intermediate functions of a word processing program with 95% accuracy.

GENERAL EDUCATION REQUIREMENTS (25 Credits):

	CR	SEMESTER
COMMUNICATIONS: COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3-5	_____
ENGLISH: ENG 100, 101, 107, 113	3-5	_____
HUMAN RELATIONS: ALS 101, ANTH 101, 112, 201, 205, HIST 105, 106, 107, 150, 151, 210, 247, 260, HMS 130, 135B, 265B, MGT 100B, PHIL 135, PSC 201, PSY 101, 102, 207, 208, 261, SOC	3	_____
MATHEMATICS: MATH 120 or above (except MATH 122, 123)	3	_____
SCIENCE: AST, BIOL, CHEM, EGG 131, 132, ENV, GEOG 103, 104, 117, GEOL, HHP 123B, 124B, PHYS	6	_____
FINE ARTS/HUMANITIES/ SOCIAL SCIENCES: AM, ANTH, ART, COM, GEOG 106 or above, HIST, International languages, Music, PHIL, PSC, PSY, SOC, THTR, WMST 113	3	_____
U.S. AND NEVADA CONSTITUTIONS: PSC 101 or HIST 101 and HIST 102 or HIST 101 and HIST 217	4-6	_____

SPECIAL PROGRAM REQUIREMENTS (35 Credits):

	CR	SEMESTER
ACC 201 Financial Accounting	3	_____
BUS 108 Business Letters and Reports	3	_____
COT 102 Computer Keyboarding II	3	_____

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	CR	SEMESTER
COT 106 Gregg Shorthand I OR COT 108 Speedwriting Shorthand I OR COT 209B Tablet Computer, Voice and Handwriting II	3	_____
COT 127B Microsoft Office for Offices OR COT 201B Word Processing II	3	_____
COT 129B Records Management	3	_____
COT 200 Word Processing I	3	_____
IS 101 Introduction to Information Systems	3	_____
MGT 201 Principles of Management	3	_____
Plus 3 credits from the following:		
COT 107 Gregg Shorthand II	3	_____
COT 109B Speedwriting Shorthand II	3	_____
COT 190B Practicum in Computer Office Technology	1-3	_____
COT 213B Business Professionalism	3	_____
COT 291B Seminar	1-3	_____
Plus 3 credits from the following:		
BUS 101 Introduction to Business	3	_____
BUS 273 Business Law I	3	_____
MGT 100B Practical Human Relations for Business	3	_____
MGT 283 Personnel Administration	3	_____
Plus 2 credits from the following:		
COT 103B Keyboarding Review and Speed	1	_____
COT 118B Word I for Offices	1	_____
COT 119B Word II for Offices	1	_____
COT 126B PowerPoint for Offices	1	_____
COT 128B Ten-Key Calculations	1	_____
COT 208B Tablet Computer, Voice and Handwriting	1	_____

60
Total Credits

ASSOCIATE OF
APPLIED SCIENCE

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.