

CERTIFICATE OF ACHIEVEMENT

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 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 computer input using a keyboard by touch, voice recognition software, or handwriting recognition software at a minimum of 30 wpm with 95% accuracy.
- Demonstrate 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.

GENERAL EDUCATION REQUIREMENTS (3 Credits):

	CR	SEMESTER
COMMUNICATIONS: BUS 108, COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3-5	_____

SPECIAL PROGRAM REQUIREMENTS (27 Credits):

	CR	SEMESTER
ACC 135B Bookkeeping I OR ACC 201 Financial Accounting	3	_____
COT 102 Computer Keyboarding II	3	_____
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 100B Practical Human Relations for Business	3	_____

Plus 3 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	_____

Computation included in ACC 135B or ACC 201

Human Relations included in MGT 100B

30
Total Credits

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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