

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
<b>COMMUNICATIONS:</b> COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3-5	_____
<b>ENGLISH:</b> ENG 100, 101, 107, 113	3-5	_____
<b>HUMAN RELATIONS:</b> 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	_____
<b>MATHEMATICS:</b> MATH 120 or above (except MATH 122, 123)	3	_____
<b>SCIENCE:</b> AST, BIOL, CHEM, EGG 131, 132, ENV, GEOG 103, 104, 117, GEOL, HHP 123B, 124B, PHYS	6	_____
<b>FINE ARTS/HUMANITIES/ SOCIAL SCIENCES:</b> AM, ANTH, ART, COM, GEOG 106 or above, HIST, International languages, Music, PHIL, PSC, PSY, SOC, THTR, WMST 113	3	_____
<b>U.S. AND NEVADA CONSTITUTIONS:</b> PSC 101 or HIST 101 and HIST 102 or HIST 101 and HIST 217	4-6	_____

**SPECIAL PROGRAM REQUIREMENTS (35 Credits):**

	CR	SEMESTER
<b>ACC 201</b> Financial Accounting	3	_____
<b>BUS 106B</b> Business English	3	_____
<b>BUS 108</b> Business Letters and Reports	3	_____
<b>COT 102</b> Computer Keyboarding II	3	_____
<b>COT 127B</b> Microsoft Office for Offices	3	_____
<b>COT 129B</b> Records Management	3	_____
<b>COT 200</b> Word Processing I	3	_____
<b>COT 201B</b> Word Processing II	3	_____
<b>COT 213B</b> Business Professionalism	3	_____
<b>MGT 201</b> Principles of Management	3	_____
<b>Plus 5 credits from the following:</b>		
<b>BUS 101</b> Introduction to Business	3	_____
<b>CIT 206B</b> MS Outlook Certification Preparation	2	_____
<b>COT 103B</b> Keyboard Review and Speed	1	_____
<b>COT 108</b> Speedwriting Shorthand I	3	_____
<b>COT 109B</b> Speedwriting Shorthand II	3	_____
<b>COT 132B</b> Outlook for Offices	1	_____
<b>COT 205B</b> Pads and Tabs – Office on the Go	3	_____
<b>COT 206B</b> Speech Recognition for Offices	3	_____
<b>COT 208B</b> Tablet Computer, Voice and Handwriting	1	_____
<b>COT 209B</b> Tablet Computer, Voice and Handwriting II	3	_____
<b>MGT 100B</b> Practical Human Relations for Business	3	_____

**NOTE:** Courses with a B suffix (example - XYZ 123B) may be non-transferable for a NSHE baccalaureate degree.

COT-AAS

**60**  
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.

Guided Pathway  
Associate of Applied Science  
Computer Office Technology  
60 Credits  
(15 credit hours)

First Semester	Requirements	Credit Hours	Term
Special Program Requirements	COT 102 Computer Keyboarding II	3	
	BUS 106B Business English	3	
	BUS 108 Business Letters and Reports	3	
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	
	<b>TOTAL</b>	15-19	
Second semester	Requirements	Credit Hours	Term
Special Program Requirements	COT 127B Microsoft Office for Offices	3	
	COT 129B Records Management	3	
	COT 200 Word Processing I	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	3	
	<b>TOTAL</b>	15	
Third Semester	Requirements	Credit Hours	Term
Special Program Requirements	ACC 201 Financial Accounting	3	
	COT 201B Word Processing II	3	
	MGT 201 Principles of Management	3	
Human Relations	ALS 101, ANTH 101, 112, 201, 205, HIST 105, 106, 107, 150, 151, 210, 247, 260, HMS 130, 135B, 265B, MGT 100B, 283, PHIL 135, PSC 201, PSY 101, 102, 207, 208, 261, SOC	3	
Science	AST, BIOL, CHEM, EGG 131, 132, ENV, GEOG 103, 104, 117, GEOL, HHP 123B, 124B, PHYS	3	
	<b>TOTAL</b>	15	
Fourth Semester	Requirements	Credit Hours	Term
Special Program Requirements	COT 213B Business Professionalism	3	
	Plus 5 credits from the following: BUS 101, CIT 206B, COT 103B, 108, 109B, 132B, 205B, 206B, 208B, 209B, MGT 100B	5	
Fine Arts/Humanities/Social Sciences	AM, ANTH, ART, COM, ECON, ENG 223 or above, 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	
	<b>TOTAL</b>	15-17	
	<b>TOTAL DEGREE CREDITS</b>	60	