

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	_____
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 100B Practical Human Relations for Business	3	_____
Plus 3 credits from the following:		
CIT 206B MS Outlook Certification Preparation	2	_____
COT 103B Keyboard Review and Speed	1	_____
COT 108 Speedwriting Shorthand I	3	_____
COT 132B Outlook for Offices	1	_____
COT 205B Pads and Tabs – Office on the Go	3	_____
COT 206B Speech Recognition for Offices	3	_____
COT 208B Tablet Computer, Voice and Handwriting	1	_____
COT 209B Tablet Computer, Voice and Handwriting II	3	_____

Computation included in ACC 135B or ACC 201
Human Relations included in MGT 100B

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

COT-CT

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.

Guided Pathway
Certificate of Achievement–Computer Office Technology
Total Credits – 30 credits
(9-12 credit hours)

First Semester		Credit Hours	Term
Communications	Elective	3-5	
Computer Keyboarding II	COT 102	3	
Business English	BUS 106B	3	
	TOTAL	9-11	
Second Semester		Credit Hours	Term
Microsoft Office for Offices	COT 127B	3	
Word Processing I	COT 200	3	
Records Management	COT 129B	3	
	TOTAL	9	
Third Semester		Credit Hours	Term
Word Processing II	COT 201B	3	
Bookkeeping I or Financial Accounting	ACC 135B or ACC 201	3	
Practical Human Relations for Business	MGT 100B	3	
Special Program Requirements	Electives: CIT or COT	3	
	TOTAL	12	
	Certificate TOTAL	30	

Guided Pathway
Certificate of Achievement–Computer Office Technology
Total Credits – 30 credits
(15 credit hours)

First Semester		Credit Hours	Term
Communications	Elective - BUS 108, COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205 JOUR 102, THTR 105	3-5	
Computer Keyboarding II	COT 102	3	
Business English	BUS 106B	3	
Word Processing I	COT 200	3	
Records Management	COT 129B	3	
	TOTAL	15-17	
Second Semester		Credit Hours	Term
Microsoft Office for Offices	COT 127B	3	
Word Processing II	COT 201B	3	
Practical Human Relations for Business	MGT 100B	3	
Bookkeeping I or Financial Accounting	ACC 135B or ACC 201	3	
Special Program Requirements	Electives: CIT or COT	3	
	TOTAL	15	
	Certificate TOTAL	30	