



Academic Map: Associate of Applied Science – Computer Office Technology

Associate of Applied Science (A.A.S) | 60 Total Credits | CSN Degree Code: COT-ASS | Catalog Year: 2021-2022 |

Business Business, Hospitality & Public Service Department of Accounting, Finance and Office technology

Jobs and Employment Information: <https://www.csn.edu/hosparea>

DESCRIPTION: The Associate of Applied Science Degree in Computer Office Technology provides individuals with the knowledge and skills necessary for office professionals.

TERM 1 – TOTAL CREDIT HOURS: 15-17

	Credits	Pre-Requisite/Co-Requisite	Area	Min Grade	Milestones and Notes
Math 104B or above (Except MATH 122/123)	3	ACT/SAT or Placement	GE Math	C	
ENG 100 or 101 or 107 or 110 or 113	3-5	ENG Place Score; or C- and up in ENG 98 or ESL 139	GE ENG Comp	C	
ACC 135B Bookkeeping I	3	None	Special Prog Req	C	
COT 102 Computer Keyboarding II	3	None	Special Prog Req	C	
COT 127B Microsoft Office for Offices	3	None	Special Prog Req	C	Mandatory Advising Required

TERM 2 – TOTAL CREDIT HOURS: 15

	Credits	Pre-Requisite/Co-Requisite	Area	Min Grade	Milestones and Notes
Com Elective – see an advisor/counselor	3	None	GE Com	C	
Nat. Science - See an advisor/counselor	3	Depends on course chosen	GE Nat Science	C	
BUS 106B Business English	3	C or up in ENG 100 or 101 or 107 or 110 or 113	Special Prog Req	C	
BUS 108 Business Letters and Reports	3	C or up in ENG 100 or 101 or 107 or 110 or 113	Special Prog Req	C	
COT 129 Records Management	3	None	SP Elective	C	Mandatory Advising Required

TERM 3 – TOTAL CREDIT HOURS: 16

	Credits	Pre-Requisite/Co-Requisite	Area	Min Grade	Milestones and Notes
COT 200 Word Processing I	3	None	GE Human Rel	C	
COT 213B Business Professionalism	1	None	Special Prog Req	C	
MGT 201 Principles of Management	3	None	Special Prog Req	C	
Human Rel Elect – see advisor/counselor	3	Depends on course chosen	GE Human Rel	C	
Elective – See an advisor/counselor	6	Depends on course chosen	SP Elective	C	Mandatory Advising Required

TERM 4 – TOTAL CREDIT HOURS: 14

	Credits	Pre-Requisite/Co-Requisite	Area	Min Grade	Milestones and Notes
FA/HUM/SS Elective – See advisor/counselor	3	Depends on course chosen	GE FA/Hum/SS	C	
PSC 101 or HIST 100	4	None	GE US/NV Cons	C	
COT 201B Word Processing II	3	None	Special Prog Req	C	
Elective – See an advisor/counselor	4	None	SP Elective	C	Apply for Graduation

