



**CSN**  
COLLEGE OF  
SOUTHERN NEVADA

# Academic Map: Certificate of Achievement (CA) Computer Office Technology

**Certificate of Achievement (C.A.) | 30 Total Credits | CSN Degree Code: COT-CT | Catalog Year: 2021-2022 |**

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

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

**DESCRIPTION:** The Certificate of Achievement in Computer Office Technology provides individuals with the knowledge and skills necessary for office professionals.

## **TERM 1 – TOTAL CREDIT HOURS: 15**

ENG 100 or ENG 101  
ACC 135B Bookkeeping I  
COT 102 Computer Keyboarding II  
COT 127B Microsoft Office for Offices  
COT 200 Word Processing I

| <b><u>Credits</u></b> | <b><u>Pre-Requisite/Co-Requisite</u></b> |
|-----------------------|--|
| 3                     | ACT/SAT Placement Score                  |
| 3                     | <i>None</i>                              |
| 3                     | <i>None</i>                              |
| 3                     | <i>None</i>                              |
| 3                     | <i>None</i>                              |

| <b><u>Area</u></b> | <b><u>Min Grade</u></b> | <b><u>Milestones and Notes</u></b> |
|--------------------|-------------------------|------------------------------------|
| GE Comm            | C                       |                                    |
| Special Prog Req   | C                       |                                    |
| Special Prog Req   | C                       |                                    |
| Special Prog Req   | C                       |                                    |
| Special Prog Req   | C                       | Mandatory Advising Required        |

## **TERM 2 – TOTAL CREDIT HOURS: 15**

BUS 106B Business English  
COT 129B Records Management  
COT 201B Word Processing II  
MGT 201 Principles of Management  
Elective – See advisor/counselor

| <b><u>Credits</u></b> | <b><u>Pre-Requisite/Co-Requisite</u></b> |
|-----------------------|--|
| 3                     | C or up in ENG 100 or ENG 101            |
| 3                     | <i>None</i>                              |
| 3                     | COT 102 and COT 200                      |
| 3                     | <i>None</i>                              |
| 3                     | Depends of course chosen                 |

| <b><u>Area</u></b> | <b><u>Min Grade</u></b> | <b><u>Milestones and Notes</u></b> |
|--------------------|-------------------------|------------------------------------|
| Special Prog Req   | C                       |                                    |
| Special Prog Req   | C                       |                                    |
| Special Prog Req   | C                       |                                    |
| Special Prog Req   | C                       |                                    |
| Special Prog Req   | C                       | Apply for Graduation               |

