



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

**Certificate of Achievement (C.A.) | 30 Total Credits | CSN Degree Code: COT-CT | Catalog Year: 2022-2023 |**

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**

COM Elect See and advisor/counselor  
ACC 135B Bookkeeping I  
COT 102 Computer Keyboarding II  
COT 127B Microsoft Office for Offices  
COT 200 Word Processing I

### **Credits Pre-Requisite/Co-Requisite**

3 ACT/SAT Placement Score  
3 None  
3 None  
3 None  
3 None

### **Area**

GE Comm  
Special Prog Req  
Special Prog Req  
Special Prog Req  
Special Prog Req

### **Min Grade**

C  
C  
C  
C  
C

### **Milestones and Notes**

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

### **Credits Pre-Requisite/Co-Requisite**

3 C or up in ENG 100 or ENG 101  
3 None  
3 COT 102 and COT 200  
3 None  
3 Depends of course chosen

### **Area**

Special Prog Req  
Special Prog Req  
Special Prog Req  
Special Prog Req  
Special Prog Req

### **Min Grade**

C  
C  
C  
C  
C

### **Milestones and Notes**

Apply for Graduation