# Academic Map: Computer Office Technology (AAS)

**Associate of Applied Science (A.A.S) | 60 Total Credits | CSN Degree Code: COT-AAS | Catalog Year: 2022-2023**

| 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 129B 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 | *BUS106; COT102; COT127B; COT200; COT201B* | 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 | |
| HIST 100 or PSC 101 | 4 | *None* | GE US/NV Cons | C | |
| COT 201B Word Processing II | 3 | COT 102 and COT 200 | Special Prog Req | C | |
| Elective – See an advisor/counselor | 4 | *None* | SP Elective | C | Apply for Graduation |