ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

The Associate of Applied Science Degree 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 proficiency in Computer Input using a keyboard by touch, voice recognition software, or handwriting recognition software at a minimum of 30 wpm with 95% accuracy.

- Demonstrate proficiency in 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 with 95% accuracy.

GENERAL EDUCATION REQUIREMENTS (25 Credits):

	CR	SEMESTER
COMMUNICATIONS: COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3-5	_____
ENGLISH: ENG 100, 101, 107, 113	3-5	_____
HUMAN RELATIONS: ALS 101, ANTH 101, 112, 201, 205, HIST 105, 106, 107, 150, 151, 210, 247, 260, HMS 130, 135B, 265B, MGT 100B, PHIL 135, PSC 201, PSY 101, 102, 207, 208, 261, SOC	3	_____
MATHEMATICS: MATH 120 or above (except MATH 122, 123)	3	_____
SCIENCE: AST, BIOL, CHEM, EGG 131, 132, ENV, GEOG 103, 104, 117, GEOL, HHP 123B, 124B, PHYS	6	_____
FINE ARTS/HUMANITIES/ SOCIAL SCIENCES: AM, ANTH, ART, COM, GEOG 106 or above, HIST, International languages, Music, PHIL, PSC, PSY, SOC, THTR, WMST 113	3	_____
U.S. AND NEVADA CONSTITUTIONS: PSC 101 or HIST 101 and HIST 102 or HIST 101 and HIST 217	4-6	_____

SPECIAL PROGRAM REQUIREMENTS (35 Credits):

		CR	SEMESTER
ACC 201	Financial Accounting	3	_____
BUS 106B	Business English	3	_____
BUS 108	Business Letters and Reports	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	_____
COT 213B	Business Professionalism	3	_____
MGT 201	Principles of Management	3	_____

Plus 5 credits from the following:

		CR	SEMESTER
BUS 101	Introduction to Business	3	_____
CIT 206B	MS Outlook Certification Preparation	2	_____
COT 103B	Keyboard Review and Speed	1	_____
COT 108	Speedwriting Shorthand I	3	_____
COT 109B	Speedwriting Shorthand II	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	_____
MGT 100B	Practical Human Relations for Business	3	_____

60
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.