

**CERTIFICATE OF ACHIEVEMENT**

The Certificate of Achievement 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 computer input using a keyboard by touch, voice recognition software, or handwriting recognition software at a minimum of 30 wpm with 95% accuracy.
- Demonstrate 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.

**GENERAL EDUCATION REQUIREMENTS (3 Credits):**

	CR	SEMESTER
<b>COMMUNICATIONS:</b> BUS 108, COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3-5	_____

**SPECIAL PROGRAM REQUIREMENTS (27 Credits):**

	CR	SEMESTER
<b>ACC 135B</b> Bookkeeping I OR <b>ACC 201</b> Financial Accounting	3	_____
<b>BUS 106B</b> Business English	3	_____
<b>COT 102</b> Computer Keyboarding II	3	_____
<b>COT 127B</b> Microsoft Office for Offices	3	_____
<b>COT 129B</b> Records Management	3	_____
<b>COT 200</b> Word Processing I	3	_____
<b>COT 201B</b> Word Processing II	3	_____
<b>MGT 100B</b> Practical Human Relations for Business	3	_____

**Plus 3 credits from the following:**

<b>CIT 206B</b> MS Outlook Certification Preparation	2	_____
<b>COT 103B</b> Keyboard Review and Speed	1	_____
<b>COT 108</b> Speedwriting Shorthand I	3	_____
<b>COT 132B</b> Outlook for Offices	1	_____
<b>COT 205B</b> Pads and Tabs – Office on the Go	3	_____
<b>COT 206B</b> Speech Recognition for Offices	3	_____
<b>COT 208B</b> Tablet Computer, Voice and Handwriting	1	_____
<b>COT 209B</b> Tablet Computer, Voice and Handwriting II	3	_____

Computation included in ACC 135B or ACC 201

Human Relations included in MGT 100B

**30**  
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.