

Earn a

COMPUTER & OFFICE TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science Degree in Computer & Office Technology will prepare students with the necessary skills for employment in a business office environment. Students can customize their program by choosing from one of three areas listed below. Some courses can transfer to baccalaureate programs as a result of common course numbering.

DEGREE REQUIREMENTS - 60 credits

Strongly recommend 40 wpm keyboarding skills for successful degree completion.

Emphasis Requirements - 21 credits:

	Credits
IS 101 Introduction to Information Systems	3
IS 201 Computer Applications	3
COT 204 Using Windows	3
ACC 135B Bookkeeping I	3
or ACC220 Microcomputer Accounting Systems	
or ACC223B Introduction to QuickBooks	
COT 262 Intermediate Spreadsheet Concepts	3
BUS 110B Human Relations for Employment	3
or MGT 212 Leadership & Human Relations	
COT 200 Beginning Word Processing	3
or COT 216 Intermediate Word Processing	

Choose a total of 18 credits from any of the following courses:

CIT 151 Web Design	
CIT 152 Web Script Language Programming	3
COT 222 Desktop Publishing with Word Processing	3
COT 223 Advanced Desktop Publishing	3
GRC 119 Computer Graphics/Digital Media	3
MKT 210 Principles of Marketing	3
COT 266 Intermediate Database Concepts	3
BUS 112B Customer Service	3
COT 101 Computer Keyboarding I	
or COT 102 Computer Keyboarding II	3

Students interested in Desktop Publishing skills should include in their choices: GRC 119, COT 222, COT 223, BUS112 and MKT 210.

Students interested in Web Design skills should include in their choices: CIT151, CIT 152, BUS 112 and GRC 119.

Students interested in Computer Applications skills should include in their choices: COT 266, BUS 112B, COT 101 or COT 102.

General Education Requirements - 21 credits:

English/Communications courses (BUS 107 and 108 recommended)	6
Humanities/Social Science Course	3
Mathematics Course (BUS 109B recommended)	3
Science Courses	6
US/Nevada Constitutions Course	3