

# COMPUTER AND OFFICE TECHNOLOGY (COT)

## COT 101 # - Computer Keyboarding I Units: 3

This course involves developing basic skills for touch typing keyboard proficiency on computers. Elementary word processing functions are introduced. Development of speed and accuracy skills are an integral part of this course. Basic computer operations are introduced for using the keyboarding software.

*Transferability: May not transfer towards an NSHE bachelor's degree*

## COT 110 # - Business Machines Units: 1-3

This course develops skills using electronic printing calculators. The skills are applied to business math problems which include: touch addition of whole numbers, multiplication, division, fractions and decimals, percentages, markdown and markup, interest, payrolls, and installment buying.

*Transferability: May not transfer towards an NSHE bachelor's degree*

*Term Offered: Spring and Fall*

## COT 198 # - Special Topics in COT Units: 0.5-6

Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one-half to six depending on the course content and number of hours required. This course may be repeated for up to six credits.

*Transferability: May not transfer towards an NSHE bachelor's degree*

*Term Offered: AS NEEDED*

## COT 207 # - Business Applications on the Internet Units: 3

This course will cover the use of the internet for business and entrepreneurial purposes. Topics include integration of the Microsoft Office Suite with the World Wide Web, daily business practices and strategies online, and intranet/internet site development and technologies.

*Transferability: May not transfer towards an NSHE bachelor's degree*

*Enrollment Requirements: Prerequisite: IS 101 or the equivalent.*

*Term Offered: Fall*

## COT 217 # - Office Publications Units: 1-3

This course introduces students to basic techniques of desktop publishing and Web page publishing in an office. Students will learn how to plan and design a publication, format text, work with art, use styles, and work with multiple pages. The course will also cover the creation and maintenance of simple Web sites, including using links, tables, frames, and forms.

*Enrollment Requirements: Prerequisite: IS 101 or the equivalent.*

*Term Offered: Spring*

## COT 240 # - Executive Office Procedures Units: 3

Administrative professionals must possess specific skills to succeed in and adjust to a diversified workforce with ever-emerging technologies. Topics covered in this course prepare students in today's dynamic workplace and include: workplace mail, records management, telecommunications (including technology and etiquette), written and verbal business communication, event planning, travel arrangements, skills for multitasking and prioritizing, proofreading skills, business ethics, and customer service.

*Transferability: May not transfer towards an NSHE bachelor's degree*

*Enrollment Requirements: Prerequisite: BUS 106 or BUS 108; or Accuplacer/WritePlacer minimum score of 6; or with instructor approval.*

*Term Offered: Fall*

## COT 290 # - Internship in Computer/Office Technology Units: 1-6

This real-world curriculum will reinforce the skills and knowledge acquired in the Administrative Professional program. Students will participate in on-the-job work experiences to satisfy learning objectives designed by a company official and faculty sponsor. Up to six semester credit hours may be earned on the basis of 75 hours of work experience per credit. The course may be repeated for up to six credits. Contact TMCC's Internship Coordinator to begin the application process and degree evaluation prior to contacting the department for approval and obtaining a faculty sponsor.

*Transferability: May not transfer towards an NSHE bachelor's degree*

*Enrollment Requirements: Prerequisite: Completion of most Core and Emphasis courses and a cumulative GPA of 2.50 or higher. Proof of health insurance coverage required.*

*Term Offered: AS NEEDED*