

COT - COMPUTER OFFICE TECHNOLOGY

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

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

Term Offered: Fall

COT 217 - Office Publications **Units: 3**

Gain practical skills in creating polished, professional documents for today's office environment. You'll learn to design and format various office publications—from newsletters and fliers to interactive forms and brochures—using industry-standard tools and techniques. By the end of the course, you'll be able to craft visually engaging and brand-consistent materials that are ready for digital distribution or print.

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 qualifying Accuplacer score; or with instructor approval.

Term Offered: Fall