

COT COURSE STUDENT LEARNING OUTCOMES

COT 101 - Computer Keyboarding I

Students will be able to demonstrate correct keyboarding posture and finger placement.

Students will be able to key alphabetic and numeric characters by touch with minimal errors.

Students will be able to achieve a minimum of 25 words per minute with no more than three errors on a three-minute timing.

COT 198 - Special Topics in COT

CSLOs are under review.

COT 207 - Business Applications on the Internet

Students will be able to apply cloud-based business applications for document collaboration, communication, and project management.

Students will be able to demonstrate the use of online business operations, including payment processing, invoicing, and automation tools.

Students will be able to analyze cybersecurity threats and develop strategies to protect business data.

COT 217 - Office Publications

Students will be able to design and format office publications (newsletters, flyers, reports) using desktop publishing software.

Students will be able to integrate branding elements, such as logos and corporate colors, into office publications to create a cohesive look.

Students will be able to prepare publications for digital and print distribution, considering file format and quality standards.

COT 240 - Executive Office Procedures

Students will be able to apply executive office procedures in a business setting, including records management, proofreading, and customer service skills.

Students will be able to communicate effectively in a business environment through written and verbal communication, including digital platforms and professional etiquette.

Students will be able to plan and coordinate logistics for events and travel arrangements, with a focus on time management and prioritization.