

# COT - COMPUTER OFFICE TECHNOLOGY

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## **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 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*

*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.

*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*