

Computer Office Specialist (COS), Diploma

This program offers to the students a technical training in computer software application prepare the student for entry-level position in a variety of office settings. Our graduates will possess the skills necessary for employment as a receptionist, Clerk-typist, filing clerk or bookkeeper and also in any automated office. FNC awards a diploma upon completion of the program. FNC awards a diploma upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 30 CREDITS)

General Education Requirements

COMMUNICATIONS (3 CREDITS)	Credit Hours
ENC 1101 English Composition I **	3
COMPUTERS (4 CREDITS)	
CGS 1030 Introduction to Information Technology	4
CORE REQUIREMENTS (CREDITS)	
CGS 1500C Word Processing **	3
CGS 1510C Spreadsheet Application **	3
CGS 1580C Desktop Publishing **	3
CGS 2104C Computer for Business **	4
OST 1100 Typing Keyboarding	3
SUGGESTED ELECTIVES (7 credits)	7

All Credit College courses taken at the diploma level can be used as suggested electives for the completion of the Associate of Arts or Science degrees.

All College Credit Courses from within this division or any other division can be used as Suggested Electives.

*General Education Component (see page 106)

**This course has prerequisites; check course descriptions.

