

# 2018-2019 TTC Catalog - Administrative Office Technology (AOT)

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## **AOT 001 - Automated Office Non-Equivalent**

**Lec:** 0 **Lab:** 0 **Credit:** \*

Indicates credit given for Automated Office Technology course work transferred from another college for which there is no equivalent at TTC. \*Hours vary depending on external course.

**Division:** Business Technology

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## **AOT 105 - Keyboarding**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

This course focuses on the mastery of keyboarding and formatting principles.

**Grade Type:** Letter Grade

**Division:** Business Technology

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## **AOT 110 - Document Formatting**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

### **Prerequisite**

AOT 105

or

specified score on timed test; see program coordinator

**Grade Type:** Letter Grade

**Division:** Business Technology

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## **AOT 134 - Office Communications**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

This course develops proficiency in specialized applications of communications in the office environment.

**Prerequisite**

ENG 100

with a minimum grade of C

or

appropriate placement and

AOT 105

or equivalent skills

**Corequisite**

AOT 110

and

CPT 179

**Grade Type:** Letter Grade

**Division:** Business Technology

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## **AOT 137 - Office Accounting**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.

**Prerequisite**

MAT 032

or appropriate placement

**Grade Type:** Letter Grade

**Division:** Business Technology

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## **AOT 161 - Records Management**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

This course emphasizes information management functions and various types of information systems, technology and procedures. Computer literacy in a Windows environment is essential.

**Prerequisite**

AOT 105

or

AOT 110

**Grade Type:** Letter Grade

**Division:** Business Technology

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## **AOT 212 - Medical Document Production**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

This course covers medical terminology and the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.

### **Prerequisite**

AOT 110

and

CPT 179

and

AHS 104

**Grade Type:** Letter Grade

**Division:** Business Technology

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## **AOT 234 - Administrative Office Communication**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

This course emphasizes communication skills necessary in the business environment. It includes composing business correspondence, developing and giving oral presentations, practicing recording and translating information using the latest technology, and developing effective verbal and nonverbal communication and listening skills.

### **Prerequisite**

AOT 134

and

### **Corequisite**

AOT 267

**Grade Type:** Letter Grade

**Division:** Business Technology

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## **AOT 251 - Administrative Systems and Procedures**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks by integrating previously learned knowledge and skills.

### **Prerequisite**

AOT 110

and

AOT 134

and

AOT 161

and

CPT 179

**Grade Type:** Letter Grade

**Division:** Business Technology

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## **AOT 252 - Medical Systems and Procedures**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.

### **Prerequisite**

AOT 110

and

AOT 134

and

CPT 179

and

AHS 104

**Grade Type:** Letter Grade

**Division:** Business Technology

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## **AOT 256 - Office Management Skills**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

This course emphasizes skills relative to managing office functions with emphasis on conflict resolution, confidentiality and security of records, and supervisory/leadership skills.

**Grade Type:** Letter Grade

**Division:** Business Technology

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## **AOT 267 - Integrated Information Processing**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

This course covers the application of integrated computer software.

### **Prerequisite**

CPT 172

and

CPT 174

and

CPT 179

and

CPT 290

**Grade Type:** Letter Grade

**Division:** Business Technology

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