

## AOT – Administrative Office Tec

### **AOT 105 Keyboarding 3-0-3**

This course focuses on the mastery of touch keyboarding.

### **AOT 110 Document Formatting 3-0-3**

**Prerequisites:** AOT 105 and AOT 165

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

### **AOT 133 Professional Development 3-0-3**

**Prerequisites:** AOT 210 and AOT 165

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

### **AOT 134 Office Communications 3-0-3**

This course is a study of grammar, punctuation, and written communication skills for the office environment.

### **AOT 161 Records Management 3-0-3**

This course emphasizes records management functions and various types of storage methods, technology, and procedures.

### **AOT 165 Information Processing Softwar 3-0-3**

This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing.

### **AOT 180 Customer Service 3-0-3**

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.

### **AOT 210 Document Production 3-0-3**

**Prerequisites:** AOT 110

This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production.

### **AOT 220 Medical Office Administrative 4-0-4**

**Prerequisites:** HIM 103

This course provides a study of insurance processing, medical insurance coding, electronic health records, computer applications and the use of other business machines for the medical receptionist and other front-office medical personnel.

### **AOT 234 Admin Office Communications 3-0-3**

**Prerequisites:** AOT 134 and AOT 105 and AOT 165

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 communication skills.

### **AOT 239 Computerized Office Accounting 3-0-3**

**Corequisites:** AOT 165

This course covers specialized accounting functions performed on a computer.

### **AOT 254 Office Simulation 3-0-3**

**Prerequisites:** AOT 210 and AOT 234 and AOT 261 and AOT 263

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

### **AOT 261 Office Spreadsheet Application 3-0-3**

**Prerequisites:** AOT 165

This course emphasizes the concepts of spreadsheets for information management in an office environment.

### **AOT 263 Office Database Applications 3-0-3**

**Prerequisites:** AOT 165

This course emphasizes the concepts and structures of a database and the application of the concepts in an office environment.

### **AOT 265 Office Desktop Publishing 3-0-3**

**Prerequisites:** AOT 165

This course emphasizes the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

### **AOT 269 Internet Skills for Work 3-0-3**

**Prerequisites:** AOT 165

This course is designed to enhance work place productivity through the use of the internet. Emphasis will be placed on the following topics: search engines, internet research, image and text formats, downloading from the internet, "netiquette," and introduction to web page design.

### **AOT 270 SCWE in Admin Office Technolog 0-12-3**

**Prerequisites:** ( AOT 210 and AOT 261 and AOT 263 and AOT 234 )

This course integrates office skills within an approved work site related to administrative office technology.