

2019-2020 TTC Catalog

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

AOT 267

Course Offered

Fall

Summer

Grade Type

Letter Grade

Division

Business Technology