

# 2021-2022 TTC Catalog

## 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

### **Course Offered**

Fall

Spring

Summer

### **Grade Type**

Letter Grade

### **Division**

Business Technology