2022-2023 TTC Catalog

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

Course Offered

Spring
Summer

Grade Type

Letter Grade

Division

Business Technology