

# 2023-2024 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