

# 2023-2024 TTC Catalog - Administrative Office Technology (AOT)

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## AOT 001 - Automated Office Non-Equivalent

**Lec:** 0 **Lab:** 0 **Credit:** \*

Indicates credit given for Automated Office Technology course work transferred from another college for which there is no equivalent at TTC. \*Hours vary depending on external course.

**Division:** Business Technology

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## AOT 105 - Keyboarding

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

### Course Offered

Fall  
Spring  
Summer

This course focuses on the mastery of keyboarding and formatting principles.

**Grade Type:** Letter Grade

**Division:** Business Technology

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## AOT 110 - Document Formatting

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

### Course Offered

Fall  
Spring  
Summer

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

**Grade Type:** Letter Grade

**Division:** Business Technology

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## **AOT 134 - Office Communications**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

### **Course Offered**

Fall

Spring

Summer

This course develops proficiency in specialized applications of communications in the office environment.

### **Prerequisite**

RWR 100

with a minimum grade of C

or

appropriate placement and

AOT 105

or equivalent skills

### **Corequisite**

AOT 110

and

CPT 179

**Grade Type:** Letter Grade

**Division:** Business Technology

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## **AOT 161 - Records Management**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

### **Course Offered**

Spring

This course emphasizes information management functions and various types of information systems, technology and procedures. Computer literacy in a Windows environment is essential.

### **Prerequisite**

AOT 105

or

AOT 110

**Grade Type:** Letter Grade

**Division:** Business Technology

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## **AOT 212 - Medical Document Production**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

This course covers medical terminology and the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.

### **Prerequisite**

AOT 110

and

CPT 179

and

AHS 104

**Grade Type:** Letter Grade

**Division:** Business Technology

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## **AOT 251 - Administrative Systems and Procedures**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

### **Course Offered**

Spring

Summer

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

**Grade Type:** Letter Grade

**Division:** Business Technology

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## **AOT 252 - Medical Systems and Procedures**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

### **Course Offered**

Fall

Spring

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.

### **Prerequisite**

AOT 110

and

AOT 134

and

CPT 179

and

AHS 104

**Grade Type:** Letter Grade

**Division:** Business Technology

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## **AOT 256 - Office Management Skills**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

### **Course Offered**

Fall

This course emphasizes skills relative to managing office functions with emphasis on conflict resolution, confidentiality and security of records, and supervisory/leadership skills.

**Grade Type:** Letter Grade

**Division:** Business Technology

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