2025-2026 TTC Catalog - Administrative Office Technology (AOT)

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

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

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

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

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

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

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

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

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