AOT - ADMINISTRATIVE OFFICE TECHNOLOGY

AOT 104 Keyboarding and Input Technologies (3-0-3)
Offered Fall, Spring, and Summer Semesters
This course focuses on the mastery of touch keyboarding and introduces new input technologies, such as voice, pen and scanner.

AOT 110 Document Formatting (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: AOT 104
This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies.

AOT 133 Professional Development (3-0-3)
Offered Fall and Spring Semesters
Prerequisites: AOT 251, SPC 205 or SPC 209
This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job-seeking skills, office etiquette, ethics and time and stress management. Course is taught Online only.

AOT 162 Basic Information Processing (3-0-3)
Offered Fall Semester
This is an entry-level course to introduce the user to basic computer information processing software applications. Course is taught online only.

AOT 196 Office Confidentiality and Security (3-0-3)
Offered Fall and Summer Semesters
Prerequisite: AOT 251
This course is the study of legal issues encountered in the office environment to include accessibility, interviewing, HIPAA and other rules as they apply to specific types of offices. Office security issues and basic response to crisis are also reviewed.

AOT 212 Medical Document Production (3-0-3)
Offered Spring Semester
Prerequisite: AHS 102
This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.

AOT 234 Administrative Office Communications (3-0-3)
Offered Spring Semester
Prerequisites: AOT 110, AOT 251, CPT 270, ENG 101
This course emphasizes communication skills necessary in the business environment. It includes composing business correspondence, developing and giving oral presentations, practicing recording and translating information using the latest technology and developing effective communication skills. This course integrates composition skills and grammar skills necessary in the preparation of a variety of business messages in the workplace.

AOT 250 Advanced Information Processing (3-0-3)
Offered Spring Semester
Prerequisites: AOT 162, AOT 251, CPT 170
This course emphasizes complex applications of information processing software using advanced features and concepts.

AOT 251 Administrative Systems and Procedures (3-0-3)
Offered Fall, Spring, and Summer Semesters
Prerequisites: AOT 110, CPT 170
This course covers processing information in the office. Emphasis is on increasing proficiency in performing a variety of office tasks.

AOT 252 Medical Systems & Procedures (3-0-3)
Offered Summer Semester
Co-requisite: AOT 212
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. Specialized application software for medical offices is used.

AOT 255 Senior Practicum (3-0-3)
Offered Summer Semester
Prerequisites: Instructor Permission, plus AOT 133, AOT 256, and AOT 212 or ACC 245 or LOG 215 or LEG 262
This course includes practical experience in an approved office setting, as well as class meetings. Emphasis is placed on such topics as career planning, ethics, attitude and other subjects which enhance employability skills.

AOT 256 Office Management (3-0-3)
Offered Fall Semester
Prerequisites: AOT 251, MKT 130
This course emphasizes skills relative to managing office functions with emphasis on conflict resolution, confidentiality and security of records and supervisory/leadership skills.