Program	Course Code	Description	Customary Hours
Administrative Office Technology	AOTT-1099	Orientation and Safety	6
Administrative Office Technology	AOTT-1100	Office Technology Foundations	96
Administrative Office Technology	AOTT-1110	Keyboarding/Data Entry	90
Administrative Office Technology	AOTT-1120	Office Procedures I	120
Administrative Office Technology	AOTT-1130	Computer Essentials	120
Administrative Office Technology	AOTT-1200	Word Processing Applications	120
Administrative Office Technology	AOTT-1210	Spreadsheet Applications	120
Administrative Office Technology	AOTT-1220	Office Procedures II	120
Administrative Office Technology	AOTT-1230	Employability Skills	72
Administrative Office Technology	AOTT-1300	Accounting	216
Administrative Office Technology	AOTT-1310	Payroll	108
Administrative Office Technology	AOTT-1320	Computerized Accounting	108
Administrative Office Technology	AOTT-1330	Business Communications	108
Administrative Office Technology	AOTT-1340	Customer Service	80
Administrative Office Technology	AOTT-1350	Financial Functions	100
Administrative Office Technology	AOTT-1360	Practicum/Simulation	144
Administrative Office Technology	AOTT-1370	Medical Terminology	72
Administrative Office Technology	AOTT-1375	Medical Ethics and Office	90
Administrative Office Technology	AOTT-1380	Intro to Medical Insurance	100
Administrative Office Technology	AOTT-1385	Electronic Health Records	80
Administrative Office Technology	AOTT-1390	Medical Practicum/Simulation	90