

Program	Trimester	Course Code	Description	Long Description	Hours
Administrative Office Technology	1	AOT 0001	Worker Characteristic	Worker Characteristic	6
Administrative Office Technology	1	AOT 1010	Orientation & Safety	Orientation & Safety	6
Administrative Office Technology	1	AOT 1020	Office Technology Foundations	Office Technology Foundations	90
Administrative Office Technology	1	AOT 1030	Keyboarding & Data Entry	Keyboarding & Data Entry	90
Administrative Office Technology	1	AOT 1040	Office Procedures I	Office Procedures I	120
Administrative Office Technology	1	AOT 1050	Computer Essentials	Computer Essentials	120
Administrative Office Technology	2	AOT 0002	Worker Characteristic	Worker Characteristic	6
Administrative Office Technology	2	AOT 2010	Word Processing Applications	Word Processing Applications	120
Administrative Office Technology	2	AOT 2020	Spreadsheet Applications	Spreadsheet Applications	120
Administrative Office Technology	2	AOT 2030	Office Procedures II	Office Procedures II	120
Administrative Office Technology	2	AOT 2040	Employability Skills	Employability Skills	66
Administrative Office Technology	3	AOT 0003	Worker Characteristic	Worker Characteristic	6
Administrative Office Technology	3	AOT 3010	Business Communications	Business Communications	108
Administrative Office Technology	3	AOT 3020	Customer Service	Customer Service	80
Administrative Office Technology	3	AOT 3030	Financial Functions	Financial Functions	100
Administrative Office Technology	3	AOT 3040	Practicum & Simulations	Practicum and Simulations	138
Administrative Office Technology	3	AOT 0003	Worker Characteristic	Worker Characteristic	6
Administrative Office Technology	3	AOT 3050	Accounting	Accounting	214
Administrative Office Technology	3	AOT 3060	Payroll	Payroll	106
Administrative Office Technology	3	AOT 3070	Automated Accounting	Automated Accounting	106
Administrative Office Technology	3	AOT 0003	Worker Characteristic	Worker Characteristic	6
Administrative Office Technology	3	AOT 3080	Medical Terminology	Medical Terminology	70
Administrative Office Technology	3	AOT 3090	Medical Ethics & Office Mgmt	Medical Ethics and Office Management	88
Administrative Office Technology	3	AOT 3100	Intro to Medical Insurance	Introduction to Medical Insurance	100
Administrative Office Technology	3	AOT 3110	Electronic Health Records	Electronic Health Records	78
Administrative Office Technology	3	AOT 3120	Medical Practicum & Simulation	Medical Practicum & Simulation	90