

# Administrative Office Technology

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## **AOT 117**

### **Office Orientation [RE] • 4.0 Credits**

This class encompasses business ethics, personal values, human relations, and effective communication in an office environment. This course focuses on attaining and retaining entry-level employment.

## **AOT 142**

### **General Office Procedures [RE] • 5.0 Credits**

This class bridges the gap between the classroom and the office by prioritizing work and managing time, preparing realistic office assignments, filing office documents; managing personal information (PIM software); and conducting online research.

## **AOT 156**

### **Supervised Employment [RE] • 2.0 Credits**

Formerly AOT 156, AOT 195

This is a supervised work experience involving the application and practice of skills and principles learned in the classroom. The student will be placed with an employer where the environment will build on the student's area of career interest and prepare them to be productive employees. Instructor permission is required to enroll. Grade is pass/no credit.