

AOP ADMINISTRATIVE OFFICE PROFESSIONAL

	Hr/Wk		Sem
	Lect/	Clin	Cr
	Disc	Lab	Hr

Courses

AOP.100 Careers for Office Professional 1 1

This course is an exploration of office careers. Office professionals in areas such as: medical, legal, government, education, manufacturing, and financial services will present synopses of career opportunities. Students will be required to participate in seminars and to discuss and report on the information presented. It is recommended that students take this course during the first semester of an office program.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2).
General Education -- Not Applicable

AOP.101 Keyboarding & Formatting 1 2 2 3

This is the first course for individuals who have had no significant prior instruction in keyboarding. Instruction emphasizes the concepts and techniques involved in mastering the computer keyboard, various letter styles, reports, and tables. Minimum five-minute timing speed on straight copy material of 30 gross words per minute (with five errors or less) is required to successfully complete the course.

Offered: Fall or Spring or Summer

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2).
General Education -- Not Applicable

AOP.102 Keyboarding & Formatting 2 2 2 3

This is the second semester course in keyboarding. The concepts and techniques presented in AOP 101 will be strengthened with more attention on special letters, forms, tables, and reports. Speed and accuracy development will be stressed. Minimum five-minute timing speed on straight-copy material of 45 gross words per minute (with five errors or less) is required to successfully complete the course. Students also enrolled in AOP 116 are expected to maintain concurrent enrollment to ensure success in this course.

Offered: Spring

Prerequisites: AOP.101 with a minimum grade of C and concurrent enrollment in AOP.116. Medical Office Assistant majors are exempt from the AOP.116 prerequisite.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2).
General Education -- Not Applicable

AOP.107 Website Creation 3 3

This course teaches the essentials of one of the most powerful tools for building Web sites without HTML. Students will learn the principles of site design and navigational structures, and how to manipulate text, graphics, and buttons. Students will also discover how to organize their pages professionally with tables, how to choose a Web Presence Provider, how to publish their site on the Web, and how to attract visitors to their site. This course will utilize software such as Microsoft FrontPage.

Offered: Fall or as Needed

Prerequisites: ICT.110

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2).
General Education -- Not Applicable

AOP.116 Introduction to Word Processing 2 2 3

This course introduces students to creating, formatting, customizing, proofing, editing, maintaining, managing, and printing documents. Additional topics include merging documents, sorting text, selecting records, inserting elements, and creating and enhancing tables and charts.

Offered: Fall or Spring or Summer

Prerequisites: AOP.101 with a minimum grade of C.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2).
General Education -- Not Applicable

AOP.130 Electronic Health Records 1 2 2

This course introduces students to electronic health records used in different health care settings and will develop student skills in utilizing software to record medical records in an electronic format. Topics covered include converting paper records to electronic format, using electronic health records in a hospital and a medical office, how electronic medical health records interact with other hospital information systems, and the challenges to privacy and security including HIPAA. Students will complete hands-on exercises working with electronic medical records software.

Offered: Fall

Prerequisites: Take MDT.100 previously or be enrolled concurrently

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2).
General Education -- Not Applicable

AOP.201 Business English 2 2

This course provides a comprehensive coverage of effective business communications. In addition, it is designed to review grammar, punctuation, capitalization, number usage, abbreviation styles, and spelling.

Offered: Spring

Prerequisites: The appropriate placement exam score or ENG.097 with a grade of C or better.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2).
General Education -- Not Applicable

AOP.203 Office Procedures

3 3

This course introduces a variety of topics and practices intended to promote personal and professional development. Topics covered include professional ethics, theories of leadership, telework, and an overview of job search techniques. Communication techniques will be applied to the process of making effective presentations, providing proper customer service, and communicating effectively using telecommunications. Strong written and oral communication skills will be emphasized. Students will also gain insight into stress, anger and time-management techniques.

Offered: Fall

Prerequisites: AOP.101 with C or better.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2).

General Education -- Not Applicable

AOP.216 Advanced Word Processing

2 2 3

This course explores advanced features and builds on skills introduced in AOP 116. Topics covered include enhancing, customizing, and organizing document content. Additional advanced features covered pertain to document references, forms, outlines, macros, and document protection.

Offered: Fall or Spring or Summer

Prerequisites: AOP.101 and AOP.102 with grade of C or better or AOP.116.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2).

General Education -- Not Applicable

AOP.231 Advanced Electronic Health Records

3 3

This course is an extension of Electronic Health Records, AOP.130. Further application of skills and knowledge will be implemented with the use of actual electronic health record experiences. Case studies using industry-standard software in a variety of simulated medical environments will prepare students to transform theoretical electronic health record concepts into practical usage.

Offered: Spring

Prerequisites: AOP.130 with a grade of C or better.

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2).

General Education -- Not Applicable

AOP.234 Insurance & Billing in Medical Office

2 2 3

This course introduces students to the basic information used in medical insurance and patient billing procedures. Topics covered include insurance terminology, government insurance programs, billing practices and computer software used for billing in a hospital or medical office.

Offered: Spring

Prerequisites: AOP.101

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS, and Certificates where applicable (1.2).

General Education -- Not Applicable

AOP.291 Professional Internship 1

15 3

Students who are currently employed will perform a research project on a topic of interest to the student and his/her firm. The project will be supervised by the supervising instructor and a job site supervisor.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2).

General Education -- Not Applicable

AOP.292 Professional Internship 2

15 3

The objective of this course is to integrate classroom theory with business practice. All students will receive on-the-job training with selected area businesses in the public and private sectors. All internship positions will be supervised by the supervising instructor and a job site supervisor. The positions associated with this internship will be non-paying positions. The prerequisite for this course is courses applicable toward the chosen curriculum and permission of supervising instructor, program coordinator or Dean of Career Technical and Health Education programs.

Offered: Fall or Spring

Applicable toward graduation at Sandburg where program structure permits:

Degree or Certificate: AAS, AGS and Certificates where applicable (1.2).

General Education -- Not Applicable