**AOP ADMINISTRATIVE OFFICE PROFESSIONAL**

### Courses

**AOP.100 Careers for Office Professional**

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.

General Education – Not Applicable

**AOP.101 Keyboarding & Formatting 1**

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

Applicable toward graduation at Sandburg where program structure permits:

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

General Education – Not Applicable

**AOP.102 Keyboarding & Formatting 2**

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: 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.

General Education – Not Applicable

**AOP.103 Speedwriting 1**

Speedwriting is an alphabetic system of shorthand based on the letters of the alphabet and common punctuation marks used in longhand. This course is a first course for individuals who have had no significant prior instruction in Speedwriting. It is designed for the student who wants to learn a note taking skill for professional or personal use quickly and easily. Basic theory is introduced with heavy emphasis on reading and theory. Dictation and transcription are also introduced. The minimum speed requirement for satisfactory completion of this course is 60 words per minute for two minutes or 50 words per minute for three minutes with a minimum of 95 percent accuracy. A complete brief form and abbreviation test will also be given and must be passed with 95 percent or better accuracy in order to successfully complete this course.

Offered: Spring

Prerequisites: AOP.101 or concurrent enrollment in AOP.101

Applicable toward graduation at Sandburg where program structure permits:

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

General Education – Not Applicable

**AOP.107 Website Creation**

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.

General Education – Not Applicable

**AOP.113 Machine Transcription**

This course provides students the experience of transcribing documents from a variety of businesses and professions. Upon completion of this course, students will increase their business vocabulary and strengthen their grammar, punctuation, and proofreading skills.

Offered: Fall or Spring or Summer

Prerequisites: AOP.101 with minimum grade of C.

Applicable toward graduation at Sandburg where program structure permits:

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

General Education – Not Applicable

**AOP.116 Introduction to Word Processing**

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.

General Education – Not Applicable
AOP.117 Medical Transcription 1  1  4  3
This course provides students the experience of transcribing a variety of medical documents through the use of transcription equipment and computers. Students who complete this course will strengthen their medical vocabulary, as well as their grammar, punctuation, and proofreading skills.
Offered: Fall or Spring or Summer
Prerequisites: AOP.102 and concurrent enrollment in MDT.100
Applicable toward graduation at Sandburg where program structure permits:
Degree or Certificate: AAS, AGS, and Certificates where applicable.
General Education – Not Applicable

AOP.120 Legal Terminology & Concepts  2  2
This course provides a logical frame of reference in the study of basic concepts and terminology in the legal field. In addition, this course will provide an analysis of the court system and the procedures involved in practice before the courts.
Offered: Fall
Applicable toward graduation at Sandburg where program structure permits:
Degree or Certificate: AAS, AGS, and Certificates where applicable.
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: AOP.101 and MDT.100
Applicable toward graduation at Sandburg where program structure permits:
Degree or Certificate: AAS, AGS, and Certificates where applicable.
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.
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.
General Education – Not Applicable

AOP.205 Specialized Software Apps-Legal Office  2  4  4
This course will introduce the fundamentals of how to use computer technology to accomplish tasks performed by legal assistants in a law office. Programs included will be word processing, spreadsheets, databases and law office-specific software such as timekeeping and billing, case management/docket control, electronic discovery, litigation support, computer assisted research and CD-Rom legal databases, the electronic courthouse/automated courtroom and presentation graphics.
Offered: Spring
Prerequisites: AOP.102 with a grade of C or better and ICT.110 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.
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.
General Education – Not Applicable

AOP.217 Medical Transcription 2  1  4  3
This course provides students the experience of transcribing a variety of medical documents through the use of transcription equipment and computers. Students who complete this course will strengthen their medical vocabulary, grammar, punctuation, and proofreading skills.
Offered: Fall or Spring or Summer
Prerequisites: AOP.117
Applicable toward graduation at Sandburg where program structure permits:
Degree or Certificate: AAS, AGS, and Certificates where applicable.
General Education – Not Applicable
**AOP.220 Legal Document Processing**  
This course explores the preparation of legal documents. Emphasis is placed on developing and understanding the different formatting styles used in the legal field. Students will also be introduced to software packages used in the preparation of legal documents. Students who complete this course will strengthen their legal vocabulary, in addition to their grammar, punctuation, and proofreading skills.  
Offered: Spring  
Prerequisites: AOP.120  
Applicable toward graduation at Sandburg where program structure permits:  
Degree or Certificate: AAS, AGS, and Certificates where applicable.  
General Education – Not Applicable

**AOP.231 Advanced Electronic Health Records**  
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.  
General Education – Not Applicable

**AOP.234 Insurance & Billing in Medical Office**  
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 and concurrent enrollment in ICT.110.  
Applicable toward graduation at Sandburg where program structure permits:  
Degree or Certificate: AAS, AGS, and Certificates where applicable.  
General Education – Not Applicable

**AOP.291 Professional Internship 1**  
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.  
General Education – Not Applicable

**AOP.292 Professional Internship 2**  
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.  
General Education – Not Applicable