

**NORTHEASTERN TECHNICAL COLLEGE  
COURSE OUTLINE**

<b>COURSE:</b> AOT	<b>PREFIX NO.</b> 110	<b>EFFECTIVE DATE</b> August 2010	<b>NEXT REVIEW DATE</b> August 2011		
<b>TITLE:</b> Document Formatting		<b>CREDITS</b> 3	<b>CONTACTS</b>		
			<b>CLASS</b>	<b>LAB</b>	<b>TOTAL</b>
			3	2	3

**PREREQUISITES:** AOT 105 with a grade of "C" or better.

**DESCRIPTION:** This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

**PURPOSE:** To further develop skill to an intermediate level, to increase speed on timed-writings, and to develop accuracy. To learn to format various types of reports, tables, letters, and memos. Students will realize the importance of proofreading all material and striving for a minimum goal of 45 wpm for five-minutes within a five error limit by the end of the semester.

**TEXTBOOK(S) OR ALTERNATIVE:** *Gregg College Keyboarding & Document Processing for Windows, Microsoft Office 2007 Update, Lessons 1-120, Eleventh Edition, Kit 3*, by Ober, Johnson, and Zimmerly. Glencoe/McGraw-Hill Publishing Company, 2011.

Kit 3 contains the textbook, student registration code, and the Word 2007 manual.

**MATERIALS (specifying those to be purchased by student):**

1-USB 2.0 Flash Drive for saving documents (no diskettes are allowed to be used in the computers in the AOT lab.

**COLLATERAL READING:** NONE

**CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):**

**Academic Honesty:**

During a test, as well as on any written assignment, paper, or project, anyone caught exchanging information or copying someone else's work will be given a grade of "0" on that work and will face further disciplinary action. Please refer to the "Student Code Book" on "Academic Dishonesty".

**Classroom Etiquette:**

An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflect on you and your fellow students. Please be considerate.

**Absences:**

Day students will be required to meet class/lab for one hour and fifteen minutes for two days a week for fifteen weeks. Students will be allowed to miss a maximum of six class meetings during the

semester. Night students will be required to meet class/lab for one night a week for two hours and forty-five minutes for fifteen weeks. Students will be allowed to miss a maximum of three class meetings during the semester. Once a student goes over the allowed absences, he/she will be dropped from class rolls for excessive absences with the grade of "F".

There are no excused absences except those verified by other instructors for field trips or school related activities. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted toward the maximum number of absences allowed.

Tardies:

A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence for day students. Time missed for night students will be accumulated until an even hour has been missed. Students should strive to get to class on time each day.

Student ID:

It is mandatory that every student wear his or her student ID at all times. The instructor will dismiss students without ID from class. The student may get his/her ID and return to class before the midpoint of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

**DISABILITIES STATEMENT:**

Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

**STUDENT TIME COMMITMENT:**

Students should be aware that they might need to spend extra time in the lab to complete the necessary assignments.

**RESOURCES (A-V, persons, tools/equipment):** The following items will be available for students to use but must remain in the AOT lab at all times.

Dictionary  
Word Division Handbook  
Secretarial Handbook

**COURSE TOPICAL OUTLINE: (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.**

Modules are used to teach this course. Students must complete each module in order and pass each module before going on to the next module. Students may exempt any of the three modules by completing the

timed writing, and hands-on production tests with a score of at least 90% on each test.

**MODULE 1: Advanced Formatting of Business Documents.**

The students will format various business documents using the textbook, GDP software, and Microsoft Word 2007 software program. They will learn to key text at a minimum of 45 words per minute for 5-minutes with no more than 5 errors by the time they complete the module.

**MODULE 2: Working with Specialized Applications.**

The students will work with specialized applications using the textbook, GDP software, and Microsoft Word 2007 software program. Students will format formal report projects, international business documents, medical office documents, and legal office documents. They will learn to key text at a minimum of 45 words per minute for 5 minutes with no more than 5 errors by the time they complete the module.

**MODULE 3: Designing and Using Business Documents.**

The student will work with specialized applications using the textbook, GDP software, and Microsoft Word 2007 software program. The students will format correspondence using various templates (letter, memo, report), design office forms (letterhead, notepad, office directory, sign-in logs), office publications (cover pages, announcements, flyers, newsletters) and Web pages. They will learn to key text at a minimum of 45 words per minute for 5-minutes with no more than 5 errors by the time they complete the module.

**HOW TO TURN IN LESSONS:**

1. Name in upper right corner; include lesson number and exercise number.
2. Do not combine lessons on the same page. **Start each lesson on a separate page.**
3. Print each production assignment on a separate sheet of paper before existing Microsoft Word.
4. If you use the lab at times other than your regular class time, please fill out the sign-in sheet. **There will be a separate sign-in sheet for each individual student. You must sign in each time you come to the lab outside of your regular scheduled class.**
5. Staple lessons in upper left corner. Do not staple different lessons together.
6. BE A GOOD PROOFREADER! When you feel your work is perfect, CHECK IT one more time.

**TECHNOLOGY REQUIREMENTS:**

When students purchase the new textbook they will also receive a student registration code. This code is necessary to complete the requirements for this course. In order to complete the documents required in this course, the student will need to have Microsoft Office 2007 on their personal computer. Students **may complete** the required assignments/documents for each lesson at home or at one of the NETC community campus sites. All documents must be completed using Microsoft Word 2007 software or they will not be accepted. All

required objective and production tests, and timed writing tests must be taken during class time with the instructor present. All assignments for the module must be turned in no later than the due date. No assignment will be accepted after the due date. Students will be required to do an average of four lessons per week and turn in for grading. If lessons aren't turned in by the date they are due, they won't be accepted. Students will be allowed to work on test timed-writings up to one week.

## **MODULE 1           ADVANCE FORMATTING OF BUSINESS DOCUMENTS**

The students will format various business documents using the textbook, GDP software, and Microsoft Word 2007 software program. They will learn to key text at a minimum of 45 words per minute for 5-minutes with no more than 5 errors by the time they complete the module.

### **METHOD OF INSTRUCTION:**

This is a self-paced course, with each student working at his or her own pace. The instructor will give due dates for the completion of the activities/assignments and/or tests.

Students will be expected to read the information for the lesson in the textbook before starting the practice exercises, timed writings, and/or completing the required documents. Students should follow the instructions given in the keyboarding software for each practice exercise. Students should use correct formatting to complete the required documents, correcting errors as they go.

Students are to complete all drills, practice exercises, timed writings, and documents listed for each lesson. Once the student completes each lesson, he/she should print it, proofread and circle any errors on practice exercises and timed writings. Once errors have been circled, the lesson should be turned in to the instructor for grading. The lesson exercises are to be printed and turned in for checking. Documents must be printed and turned in with lesson exercises. All errors should be corrected on all documents before printing them. Two points will be deducted for each error found in documents. Documents will be given a numeric grade, with all documents averaged together to come up with the lesson grade.

Students will be given a timed writing and production test at the end of the module. Students need to score at least a 77 (grade of C) on the production test before going on to Module 2. If a student doesn't score at least a 77, he/she can restudy the lessons and retest. Students must key at least 45 words per minute for 5 minutes with no more than 5 errors to get credit for the timed writing grade. The test grade and timed writing grade will be averaged with the lesson grade to get the final grade for Module 1. The student has to have an overall score of at least 77 (grade of C or better) on Module 1 before he/she can advance to Module 2. Module 1 grade will count as 30% of the course grade.

**LEARNING ACTIVITIES/ASSIGNMENTS UNIT 13**

LESSON	PAGES	EXERCISES
61	235-237	A - E-Documents 61-55 & 61-56
62	238-240	A - C-Documents 62-58, 62-59 & 62-60
63	241-244	A - G-Documents 63-34 & 63-35
64	245-247	A - D-Documents 64-23, 64-24 & 64-25
65	248-250	A - D-Documents 65-37, 65-62 & 65-63

**PERFORMANCE OBJECTIVES FOR LESSONS 61-65:**

1. Given appropriate instruction and by practice on a keyboard, format reports, business letters, personal-business letters, memos, e-mail messages, tables, and employment documents.
2. Given appropriate instructions and by practice, refine language arts skills in the use of commas.
3. By practice on a keyboard, improve speed and accuracy to key 40 words a minute for 5 minutes with no more than 5 errors as evidenced by scoring 95% on a practice timed-writing drill.

**LEARNING ACTIVITIES/ASSIGNMENTS UNIT 14**

LESSON	PAGES	EXERCISES
66	252-255	A - D-Documents 66-64, 66-65
67	256-260	A - I-Documents 67-67, 67-68 & 67-69
68	261-266	A - J-Documents 68-70, 68-71 & 68-72
69	267-270	A - H-Documents 69-73 & 69-74
70	271-274	A - E-Documents 70-38, 70-39 & 70-40

**PERFORMANCE OBJECTIVES FOR LESSONS 66-70:**

1. Given appropriate instruction and by practice on a keyboard, format itineraries, agendas, minutes, procedures manuals, magazine articles, and reports as evidenced by scoring 90% on a practice drill.
2. Given appropriate instructions and by practice, improve language arts skills in the use of hyphens, abbreviations, word agreement, and spelling as evidenced by scoring 90% on a practice drill.
3. By practice on a keyboard, improve speed and accuracy to key 41 words a minute for 5 minutes with no more than 5 errors as evidenced by scoring 95% on a practice timed-writing drill.

**LEARNING ACTIVITIES/ASSIGNMENTS UNIT 15**

LESSON	PAGES	EXERCISES
71	276-279	A - E-Documents 71-41 & 71-42
72	280-285	A - E-Documents 72-44, 72-45 & 72-46
73	286-290	A - I-Documents 73-48 & 73-49
74	291-296	A - F-Documents 74-51 & 74-52
75	297-299	A - D-Documents 75-55 & 75-56

**PERFORMANCE OBJECTIVES FOR LESSONS 71-75:**

1. Given appropriate instruction and by practice on a keyboard, format multipage letters, special letter features, multipage

memos with tables, and memo reports as evidenced by scoring 90% on a practice drill.

2. Given appropriate instructions and by practice, improve language arts skills in the use of commas and composing paragraphs as evidenced by scoring 90% on a practice drill.
3. By practice on a keyboard, improve speed and accuracy to key 42 words a minute for 5 minutes with no more than 5 errors as evidenced by scoring 95% on a practice timed-writing drill.

#### **LEARNING ACTIVITIES/ASSIGNMENTS UNIT 16**

<b>LESSON</b>	<b>PAGES</b>	<b>EXERCISES</b>
76	301-304	A - E-Documents 76-26 & 76-27
77	305-307	A - E-Documents 77-29 & 77-30
78	308-311	A - E-Documents 78-32 & 78-34
79	312-315	A - I-Documents 79-35 & 79-37
80	316-319	A - F-Documents 80-38 & 80-40

#### **PERFORMANCE OBJECTIVES FOR LESSONS 76-80:**

1. Given appropriate instruction and by practice on a keyboard, insert or delete rows or columns in tables, change text direction in tables, format braced headings in tables, format tables in landscape orientation, format multipage tables, and format tables using Table AutoFormat as evidenced by scoring 90% on a practice drill.
2. Given appropriate instructions and by practice, improve language arts skills in capitalization and spelling as evidenced by scoring 90% on a practice drill.
3. By practice on a keyboard, improve speed and accuracy to key 45 words a minute for 5 minutes with no more than 5 errors as evidenced by scoring 95% on a practice timed-writing drill.

#### **EVALUATION OF MODULE 1:**

Once a student completes Lessons 61-80, they will be required to take a production test and a timed-writing test. The grade for Module 1 will be determined by the following guidelines:

Lessons - Each document graded and averaged  
Production Test - Each document graded and averaged  
Timed-Writing - based on the following scale:

40 - 44 wam for 5 minutes with 5 errors or less - 60  
45 - 49 wam for 5 minutes with 5 errors or less - 70  
50 - 54 wam for 5 minutes with 5 errors or less - 80  
55 - 59 wam for 5 minutes with 5 errors or less - 90  
60+ wam for 5 minutes with 5 errors or less - 100

#### **PERCENTAGE OF MODULE 1 GRADE:**

Lessons - 50%  
Production Test - 30%  
Timed Writing - 20%

**MODULE 1 COMPETENCIES:**

Once the student completes this module, he/she will be able to:

1. Improve language arts skills, including correct grammar, spelling, correct use of punctuation marks, capitalization, and numbers.
2. Proofread documents and correct errors.
3. Format various types of memorandums, modified-block style letters, and block-style letters.
4. Format itineraries, agendas, minutes, procedures manuals, and magazine articles.
5. Format multipage letters and letters with special features.
6. Format various styles of tables, including tables in landscape orientation, multipage tables, and tables using Table AutoFormat.
7. Format multipage memos with tables and memo reports.
8. Use the following MS Word 2007 commands: Search and replace, page numbering, widow/orphan protection, footnotes, endnotes, dot leaders, font size, indent codes, block protect, repeat value, and double underline.
9. Know how to delete rows and columns from tables and how to do braced headings in tables.
10. Be able to compose documents at the keyboard.
11. Keyboard 45 words or better a minute on a 5-minute timed-writing with no more than 5 errors.

**MODULE 2                   WORKING WITH SPECIALIZED APPLICATIONS**

The students will work with specialized applications using the textbook, GDP software, and Microsoft Word 2007 software program. Students will format formal report projects, international business documents, medical office documents, and legal office documents. They will learn to key text at a minimum of 45 words per minute for 5 minutes with no more than 5 errors by the time they complete the module.

**METHOD OF INSTRUCTION:**

This is a self-paced course, with each student working at his or her own pace. The instructor will give due dates for the completion of the activities/assignments and/or tests.

Students will be expected to read the information for the lesson in the textbook before starting the practice exercises, timed-writings, and/or completing the required documents. Students should follow the instructions given in the keyboarding software for each practice exercise. Students should use correct formatting to complete the required documents, correcting errors as they go.

Students are to complete all drills, practice exercises, timed writings, and documents listed for each lesson. Once the student completes each lesson, he/she should print it, proofread and circle any errors on practice exercises and timed writings. Once errors have been circled, the lesson should be turned in to the instructor for grading. The lesson exercises are to be printed and turned in for checking. Documents must be printed and turned in with lesson exercises. All errors should be corrected on all documents before printing them. Two points will be deducted for each error found in documents. Documents will be given a numeric grade, with all documents averaged together to come up with the lesson grade.

Students will be given two timed-writings and a production test at the end of the module. Students need to score at least a 77 (grade of C) on the production test before going on to Module 3. If a student doesn't score a 77, he/she can restudy the lessons and retest. Students must key at least 45 words per minute for 5 minutes with no more than 5 errors to get credit for the timed-writing grades. The test grade and timed writing grade will be averaged with the lesson grade to get the final grade for Module 2. The student has to have an overall score of at least 77 (grade of C or better) on Module 2 before he/she can advance to Module 3.

**LEARNING ACTIVITIES/ASSIGNMENTS UNIT 17**

LESSON	PAGES	EXERCISES
81	325-329	A - I-Document 81-77 & 81-42
82	330-334	A - E-Document 82-78 & 82-58
83	335-338	A - I-Document 83-79 & 83-44
84	339-343	A - E-Documents 84-81, 84-82 & 84-59
85	344-346	A - D-Documents 85-83, 85-84 & 85-45

**PERFORMANCE OBJECTIVES FOR LESSONS 81-85:**

1. Given appropriate instruction and by practice on a keyboard, format formal reports as evidenced by scoring 90% on a practice drill.
2. Given appropriate instructions and by practice, improve language arts skills in grammar, composing and proofreading as evidenced by scoring 90% on a practice drill.
3. By practice on a keyboard, improve speed and accuracy to key 44 words a minute for 5 minutes with no more than 5 errors as evidenced by scoring 95% on a practice timed-writing drill.

**LEARNING ACTIVITIES/ASSIGNMENTS UNIT 18**

LESSON	PAGES	EXERCISES
86	348-352	A - D-Documents 86-60
87	353-356	A - D-Documents 87-61
88	357-359	A - D-Documents 88-62
89	360-363	A - H-Documents 89-46 & 89-63
90	364-367	A - E-Documents 90-64, 90-65, 90-66

**PERFORMANCE OBJECTIVES FOR LESSONS 86-90:**

1. Given appropriate instruction and by practice on a keyboard, format international documents as evidenced by scoring 90% on a practice drill.
2. Given appropriate instructions and by practice, improve language arts skills in proofreading, the usage of abbreviations, and spelling as evidenced by scoring 90% on a practice drill.
3. By practice on a keyboard, improve speed and accuracy to key 45 words a minute for 5 minutes with no more than 5 errors as evidenced by scoring 95% on a practice timed-writing drill.

**LEARNING ACTIVITIES/ASSIGNMENTS UNIT 19**

LESSON	PAGES	EXERCISES
91	369-372	A - D-Documents 91-85 & 91-47
92	373-377	A - D-Documents 92-67 & 92-48
93	378-381	A - G-Documents 93-87 & 93-68
94	382-385	A - D-Documents 94-49, 94-88 & 94-50
95	386-388	A - D-Documents 95-51 & 95-69

**PERFORMANCE OBJECTIVES FOR LESSONS 91-95:**

1. Given appropriate instruction and by practice on a keyboard, format medical documents and formal reports as evidenced by scoring 90% on a practice drill.
2. Given appropriate instructions and by practice, improve language arts skills in punctuation, composing, and proofreading as evidenced by scoring 90% on a practice drill.
3. By practice on a keyboard, improve speed and accuracy to key 46 words a minute for 5 minutes with no more than 5 errors as evidenced by scoring 95% on a practice timed-writing drill.

**LEARNING ACTIVITIES/ASSIGNMENTS UNIT 20**

LESSON	PAGES	EXERCISES
96	390-394	A - D-Documents 96-70 & 96-52
97	395-398	A - D-Documents 97-71 & 97-91
98	399-401	A - D-Documents 98-72 & 98-92
99	402-405	A - G-Documents 99-73, 99-93 & 99-53
100	406-410	A - D-Documents 100-74, 100-75 & 100-76

**PERFORMANCE OBJECTIVES FOR LESSONS 96-100:**

1. Given appropriate instruction and by practice on a keyboard, format affidavits of possession, business letters, warranty deeds, tables, e-mail messages, summons, memos, last will and testaments, complaints, and judgments as evidenced by scoring 90% on a practice drill.
2. Given appropriate instructions and by practice, improve language arts skills in punctuation, spelling and proofreading as evidenced by scoring 90% on a practice drill.
3. By practice on a keyboard, improve speed and accuracy to key 47 words a minute for 5 minutes with no more than 5 errors as evidenced by scoring 95% on a practice timed-writing drill.

**EVALUATION OF MODULE 2:**

Once a student completes Lessons 81-100, they will be required to take a production test and two timed-writing tests. The grade for Module 2 will be determined by the following guidelines:

Lessons - Each document graded and averaged  
Production Test - Each document graded and averaged  
Timed-Writing - based on the following scale:

40 - 44	wam for 5 minutes with 5 errors or less	- 60
45 - 49	wam for 5 minutes with 5 errors or less	- 70
50 - 54	wam for 5 minutes with 5 errors or less	- 80
55 - 59	wam for 5 minutes with 5 errors or less	- 90
60+	wam for 5 minutes with 5 errors or less	- 100

**PERCENTAGE OF MODULE 2 GRADE:**

Lessons - 50%  
Production Test - 30%  
Timed Writing - 20%

**MODULE 2 COMPETENCIES:**

Once the student completes this module, he/she will be able to:

1. Improve language arts skills, including refining proofreading skills, using proofreaders' marks correctly, use abbreviations, capitals, and punctuation correctly, improve composing and spelling skills, and recognize subject/verb agreement.
2. Proofread documents and correct errors.
3. Format formal reports, international business documents, medical office documents, and legal office documents.
4. Use the following MS Word 2007 commands: Search and replace, page numbering, widow/orphan protection, footnotes, endnotes, dot leaders, font size, indent codes, block protect, repeat value, and double underline.
5. Keyboard 47 words or better a minute on a 5-minute timed writing with no more than 5 errors.

**MODULE 3                      DESIGNING AND USING BUSINESS DOCUMENTS**

The students will format correspondence using various templates (letter, memo, report), design office forms (letterhead, notepad, office directory, sign-in logs), office publications (cover pages, announcements, flyers, newsletters) and Web pages. They will learn to key text at a minimum of 45 words per minute for 5-minutes with no more than 5 errors by the time they complete the module. The student has to have an overall score of at least 77 (grade of C or better) on Module 3 before getting credit for the course.

**METHOD OF INSTRUCTION:**

This is a self-paced course, with each student working at his or her own pace. The instructor will give due dates for the completion of the activities/assignments and/or test.

Students will be expected to read the information for the lesson in the textbook before starting the practice exercises, timed-writings, and/or completing the required documents. Students should follow the instructions given in the keyboarding software for each practice exercise. Students should use correct formatting to complete the required documents, correcting errors as they go.

Students are to complete all drills, practice exercises, timed-writings, and documents listed for each lesson. The lesson exercises are to be printed and turned in for checking. Documents must be printed and turned in with lessons exercises. Documents will be given a numeric grade, with all documents averaged together to come up with the lesson grade.

Students will be given two timed-writings and one production test at the end of the module. Students need to score at least a 77 (grade of C) on the production test before getting credit for Module 3. If a student doesn't score at least a 77, he/she can restudy the lessons and retest. Students must key at least 45 words per minutes for 5 minutes with no more than 5 errors to get credit for the timed-writing grades. The test grade and timed writing grades will be averaged with the lesson grade to get the final grade for this Module. The student has to have an overall score of at least 77 (grade of C or better) on Module 3 before getting credit for the course. The module grade will count as 40% of the course grade.

**LEARNING ACTIVITIES/ASSIGNMENTS UNIT 21**

<b>LESSON</b>	<b>PAGES</b>	<b>EXERCISES</b>
101	415-417	A - F-Documents 101-1 & 101-2
102	418-421	A - D-Documents 102-4 & 102-5
103	422-426	A - I-Documents 103-6 & 103-8
104	427-431	A - E-Documents 104-9 & 104-10
105	432-435	A - G-Documents 105-12, 105-13 & 105-14

**PERFORMANCE OBJECTIVES FOR LESSONS 101-105:**

1. Given appropriate instruction and by practice on a keyboard, format correspondence and reports using a template, design letterheads, notepads and miscellaneous office forms as evidenced by scoring 90% on a practice drill.
2. Given appropriate instructions and by practice, improve language arts skills in grammar, composing, and proofreading as evidenced by scoring 90% on a practice drill.
3. By practice on a keyboard, improve speed and accuracy to key 48 words a minute for 5 minutes with no more than 5 errors as evidenced by scoring 95% on a practice timed-writing drill.

**LEARNING ACTIVITIES/ASSIGNMENTS UNIT 22**

LESSON	PAGES	EXERCISES
106	437-441	A - D-Documents 106-78, 106-79 & 106-80
107	442-446	A - E-Documents 107-81, 107-82 & 107-83
108	447-449	A - D-Documents 108-84 & 108-85
109	450-453	A - G-Documents 109-86 & 109-87
110	454-458	A - D-Documents 110-88 & 110-89

**PERFORMANCE OBJECTIVES FOR LESSONS 106-110:**

1. Given appropriate instruction and by practice on a keyboard, design cover pages, announcements, flyers, and newsletters as evidenced by scoring 90% on a practice drill.
2. Given appropriate instructions and by practice, improve language arts skills in grammar, proofreading, the use of abbreviations, and spelling as evidenced by scoring 90% on a practice drill.
3. By practice on a keyboard, improve speed and accuracy to key 49 words a minute for 5 minutes with no more than 5 errors as evidenced by scoring 95% on a practice timed-writing drill.

**LEARNING ACTIVITIES/ASSIGNMENTS UNIT 23**

LESSON	PAGES	EXERCISES
111	460-462	A - F-Documents 111-90 & 111-91
112	463-466	A - E-Documents 112-95
113	467-469	A - G-Documents 113-96
114	470-472	A - D-Documents 114-97
115	473-476	A - F-Documents 115-98 & 115-99

**PERFORMANCE OBJECTIVES FOR LESSONS 111-115:**

1. Given appropriate instruction and by practice on a keyboard, create, save, and view web pages; create frames; and create web pages with hyperlinks as evidenced by scoring 90% on a practice drill.
2. Given appropriate instructions and by practice, improve language arts skills in capitalization, composing and proofreading as evidenced by scoring 90% on a practice drill.
3. By practice on a keyboard, improve speed and accuracy to key 50 words a minute for 5 minutes with no more than 5 errors as evidenced by scoring 95% on a practice timed-writing drill.

**LEARNING ACTIVITIES/ASSIGNMENTS UNIT 24**

LESSON	PAGES	EXERCISES
116	478-481	A - C-Documents 116-15, 116-55 & 116-16
117	482-485	A - D-Documents 117-92, 117-93 & 117-94
118	486-489	A - C-Documents 118-101, 118-95 & 118-96
119	490-492	A - G-Documents 119-102 & 119-56
120	493-497	A - D-Documents 120-97 & 120-104

**PERFORMANCE OBJECTIVES FOR LESSONS 116-120:**

1. Given appropriate instruction and by practice on a keyboard, format documents used in insurance offices, the hospital industry, retail business, government offices, and manufacturing industry as evidenced by scoring 90% on a practice drill.
2. Given appropriate instructions and by practice, improve language arts skills in word usage, capitalization and spelling as evidenced by scoring 90% on a practice drill.
3. By practice on a keyboard, improve speed and accuracy to key 50 words a minute for 5 minutes with no more than 5 errors as evidenced by scoring 95% on a practice timed-writing drill.

**EVALUATION OF MODULE 3:**

Once a student completes Lessons 101-120, they will be required to take a production test and one timed-writing. The grade for Module 3 will be determined by the following guidelines:

Lessons - Each document graded and averaged  
Production Test - Each document graded and averaged  
Timed-Writing - based on the following scale:

40 - 44	wam for 5 minutes with 5 errors or less	- 60
45 - 49	wam for 5 minutes with 5 errors or less	- 70
50 - 54	wam for 5 minutes with 5 errors or less	- 80
55 - 59	wam for 5 minutes with 5 errors or less	- 90
60+	wam for 5 minutes with 5 errors or less	- 100

**PERCENTAGE OF MODULE 3 GRADE:**

Lessons - 50%  
Production Test - 30%  
Timed Writing - 20%

**MODULE 3 COMPETENCIES:**

Once the student completes this module, he/she will be able to:

1. Improve language arts skills, including refining proofreading skills, using proofreaders' marks correctly, use abbreviations, capitals, and punctuation correctly, improve composing and spelling skills, and recognize subject/verb agreement.
2. Proofread documents and correct errors.
3. Format correspondence using various templates. Design forms, web pages, hyperlinks, frames, open and boxed tables, and agendas.
4. Format block style letters with postscript notations, e-mail messages, multipage business report, and multipage block style letters with tables.
5. Keyboard 50 words or better a minute on a 5-minute timed-writing with no more than 5 errors.

**CREDIT AWARDED UPON COMPLETION:**

Course Outline

AOT 110

Page 14

Upon satisfactory completion of **all three modules**, the student will earn three semester hours of credit. Students must earn a minimum of 77 in the course (grade of C or better) before they can advance to the next level of keyboarding (AOT 210-Documents Production).

**PERCENTAGE OF COURSE GRADE:**

MODULE 1	Advanced Formatting of Business Documents	30%
MODULE 2	Working with Specialized Applications	30%
MODULE 3	Designing and Using Business Documents	40%

**GRADING SCALE:**

93 - 100 = A  
85 - 92 = B  
77 - 84 = C  
70 - 76 = D  
Below 70 = F