

NORTHEASTERN TECHNICAL COLLEGE

Business Division

Administrative Office Technology
Department



AOT 110 - Document Formatting

Module 1: Advanced Formatting of Business Documents

Module 2: Working with Specialized Applications

Module 3: Designing & Using Business Documents

Business Division
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AOT 110 - Document Formatting

Module 2: Working with Specialized Applications

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Description of Course

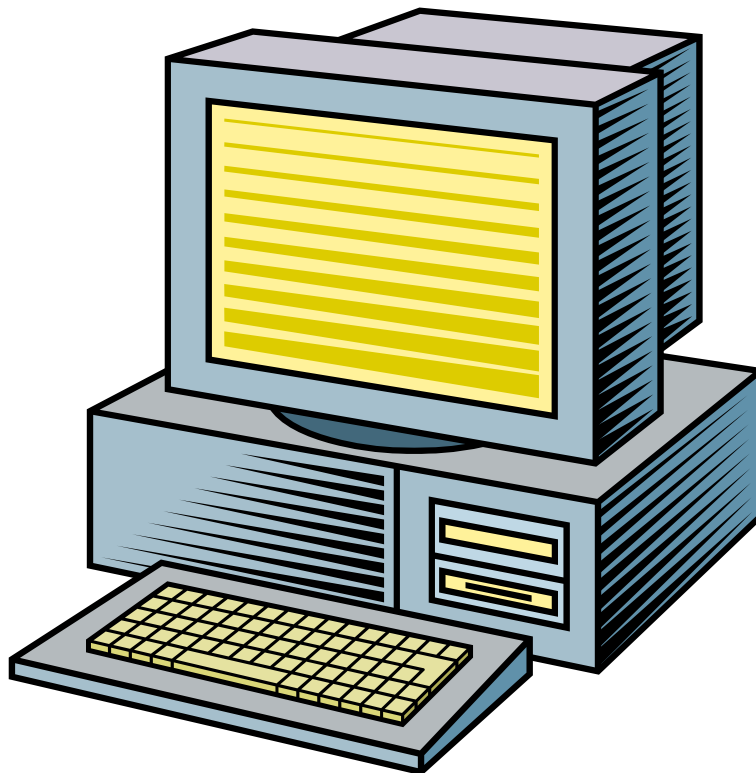
AOT 110 emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

Purpose of Course

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. To further 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.

Description of Module 2

In Module 2 the 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.



Introduction

Getting Started

Working with Specialized Applications is the **second** of **three** modules included in AOT 110. In Module 2 the student will work with specialized applications using the **Gregg College Keyboarding and Document Processing** textbook, keyboarding web site, and Microsoft Word 2010 software program.

Each module must be completed in order. Students may exempt any of the three modules by completing the timed writings, and hands-on production tests with a score of at least 90% on each test. Below is a list of the modules:

Module Title	Percentage of Course Grade
Module 1: Advanced Formatting of Business Documents	30%
Module 2: Working with Specialized Applications	30%
Module 3: Designing & Using Business Documents	40%

Attendance Policies

Day students will be required to meet class for two hours and fifteen minutes 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 for two hours and forty-five minutes one night a week 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 will still count towards the maximum number of absences allowed.

Students will be considered tardy if he/she arrives for class after the instructor has checked 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.

Credit Awarded

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–Document Production). **Due dates for lessons are on page 13.**

Module 2 Title	Lessons Covered	Test Due Date	Percentage of Module Grade
Working with Specialized Applications	Lessons 81-100	<u>Day</u> March 26, 2012 <u>Night</u> March 26, 2012	Lessons—60% Production Test—30% Timed Writings—10%

Students must complete the requirements for Module 2 before advancing to Module 3.

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 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 turn 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 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. Students must key at least 40 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 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 2 before he/she can advance to Module 3. The module grade will count as 30% of the course grade.

Technology Requirements

When students purchase the new textbook they will also receive a student registration code. They will need this code to register on the web site for the course. In order to use this software, 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 2010 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're due, they won't be accepted. Students will be allowed to work on test timed-writings up to one week. All test time-writings have to be done during class with the instructor present.

Materials Required

Students must purchase the following textbooks:

Text: *Gregg College Keyboarding & Document Processing for Windows, Word 2010, 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 2010 manual.

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

Resources

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

Prerequisite Skills

Students must complete AOT 105 with a grade of "C" or better, satisfactory completion of AOT 106, or demonstrated knowledge of the keyboarding before taking AOT 110.

Student Time Commitment

Students will be required to meet class for two and a half hours each week. Students should be aware that they might need to spend extra time in the lab to complete the necessary assignments.

Instructor Contact Information

Instructor: Chris Smith
Office location: Room 703A
Office phone: (843) 921-6974 (if no answer, leave message on my voice mail)
E-mail address: csmith@netc.edu

Class/Office schedule is posted on office door. If the office hours listed is not convenient, please call or e-mail me for an appointment.

Documentation of Completion

Documentation will be given for completion of this module when the student has satisfactorily completed the requirements for this module (lessons, timed writings, and production tests) with a grade of 77 (C or better).

Student Learning Outcomes (expected performance outcomes, level of proficiency)

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

1. Demonstrate improvement in the use of 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. Demonstrate how to 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.

Sections/Units

Unit 17 - Lessons 81-85

Performance Objectives --

- ❖ Given appropriate instruction and by practice on a keyboard, format formal reports as evidenced by scoring 90% on a practice drill.
- ❖ Given appropriate instructions and by practice, improve language arts skills in grammar, composing, and proofreading as evidenced by scoring 90% on a practice drill.
- ❖ 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.

Content -- 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. Once the student completes all exercises and/or documents for the lesson, he/she should print the lesson, proofread and circle any errors on practice exercises and timed writings, and turn it in for grading. Students should turn in each lesson before advancing to the next lesson.

Learning Activities/Assignments --

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

Assessment (e.g., paper/pencil, skills) - Once the student completes each lesson, he/she should print it, proofread and circle any errors in practice exercises and timed writings. All errors should be corrected on all documents before printing them. Once errors have been circled, the lesson should be turned in to the instructor for grading. Two points will be deducted for each error found in documents. Document grades will be averaged to get the lesson grade.

Sections/Units**Unit 18 - Lesson 86 - 90****Performance Objectives --**

- ❖ Given appropriate instruction and by practice on a keyboard, format international documents as evidenced by scoring 90% on a practice drill.
- ❖ Given appropriate instructions and by practice, improve language arts skills in proofreading, the use of abbreviations, and spelling as evidenced by scoring 90% on a practice drill.
- ❖ 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.

Content -- 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. Once the student completes all exercises and/or documents for the lesson, he/she should print the lesson, proofread and circle any errors on practice exercises and timed writings, and turn it in for grading. Students should turn in each lesson before advancing to the next lesson.

Learning Activities/Assignments --

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

Assessment (e.g., paper/pencil, skills) -

Once the student completes each lesson, he/she should print it, proofread and circle any errors in practice exercises and timed writings. All errors should be corrected on all documents before printing them. Once errors have been circled, the lesson should be turned in to the instructor for grading. Two points will be deducted for each error found in documents. Document grades will be averaged to get the lesson grade.

Sections/Units

Unit 19 - Lesson 91 - 95

Performance Objectives -

- ❖ Given appropriate instruction and by practice on a keyboard, format medical documents and formal reports as evidenced by scoring 90% on a practice drill.
- ❖ Given appropriate instructions and by practice, improve language arts skills in punctuation, composing, and proofreading as evidenced by scoring 90% on a practice drill.
- ❖ 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.

Content -- 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. Once the student completes all exercises and/or documents for the lesson, he/she should print the lesson, proofread and circle any errors on practice exercises and timed writings, and turn it in for grading. Students should turn in each lesson before advancing to the next lesson.

Learning Activities/Assignments --

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

Assessment (e.g., paper/pencil, skills) -

Once the student completes each lesson, he/she should print it, proofread and circle any errors in practice exercises and timed writings. All errors should be corrected on all documents before printing them. Once errors have been circled, the lesson should be turned in to the instructor for grading. Two points will be deducted for each error found in documents. Document grades will be averaged to get the lesson grade.

Sections/UnitsUnit 20 - Lesson 96 - 100Performance Objectives -

- ❖ 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.
- ❖ Given appropriate instructions and by practice, improve language arts skills in punctuation, spelling, and proofreading as evidenced by scoring 90% on a practice drill.
- ❖ 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.

Content -- 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. Once the student completes all exercises and/or documents for the lesson, he/she should print the lesson, proofread and circle any errors on practice exercises and timed writings, and turn it in for grading. Students should turn in each lesson before advancing to the next lesson.

Learning Activities/Assignments --

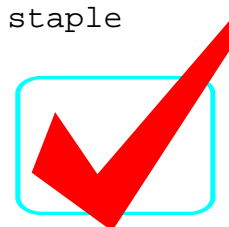
Lesson	Pages	Exercises
Lesson 96	390-394	A - D—Document 96-70 & 96-52
Lesson 97	395-398	A - D—Documents 97-71 & 97-91
Lesson 98	399-401	A - D—Documents 98-72 & 98-92
Lesson 99	402-405	A - G—Documents 99-73, 99-93 & 99-53
Lesson 100	406-410	A - D—Documents 100-74, 100-75 & 100-76

Assessment (e.g., paper/pencil, skills) -

Once the student completes each lesson, he/she should print it, proofread and circle any errors in practice exercises and timed writings. All errors should be corrected on all documents before printing them. Once errors have been circled, the lesson should be turned in to the instructor for grading. Two points will be deducted for each error found in documents. Document grades will be averaged to get the lesson grade.

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 exiting 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.**



Evaluation of Module

Once a student completes Module 2 (Lessons 81-100), they will be required to take a production test and one timed writing.

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

Module 2 Title	Lessons Covered	Lesson Due Date	Test Due Date	Percentage of Module Grade
Working with Specialized Applications	Lessons 81-100	<u>Day-Due Beginning of Class</u> Lessons 81-84-Feb. 27 Lessons 85-88-March 5 Lessons 89-92-March 12 Lessons 93-96-March 19 Lessons 97-100-March 26	<u>Day</u> March 26, 2012 <u>Night</u> March 26, 2012	Lessons—60% Production Test—30% Timed Writings—10%
		<u>Night-Due Beginning Of Class</u> Lessons 81-84-Feb. 27 Lessons 85-88-March 5 Lessons 89-92-March 12 Lessons 93-96-March 19 Lessons 97-100-March 26		

Evaluation of Module continued

The following scale will determine course grade:

Module Title	Percentage of Course Grade
Module 1: Advanced Formatting of Business Documents	30%
Module 2: Working with Specialized Applications	30%
Module 3: Designing & Using Business Documents	40%

Final Grade for the semester will be determined by the following scale:

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