

# NORTHEASTERN TECHNICAL COLLEGE

Business Division

Administrative Office Technology  
Department



AOT 250 - Advanced Information Processing

Module 1: Managing Data

Module 2: Customizing Documents and Features

Module 3: Referencing Data

**Business Division  
Administrative Office Technology  
Department**

**Prepared by: Chris Smith**



**AOT 250-Advanced Information Processing**

**Module 1: Managing Data**

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## Description of Course

AOT 250 emphasizes applications and features of information processing software.

## Description of Module 1

In Module 1 students will learn how to use Microsoft 2010 advanced formatting tools. They will learn how to create and apply styles, how to create and use templates, and create mailing list and labels. They will also learn to create main documents, data sources, and learn how to merge documents. In addition to the textbook assignments, students will have to complete a Portfolio as part of the course requirements.



## Introduction

### Getting Started

In Module 1 the student will learn how to use advanced formatting tools. They will learn how to create and apply styles, how to create and use templates, and create mailing list and labels. They will also learn to create main documents, data sources, and learn how to merge documents.

Each module must be completed in order. Below is a list of the modules:

Module Title	Percentage of Course Grade
Module 1: Managing Data	25%
Module 2: Customizing Documents and Features	25%
Module 3: Referencing Data	25%
Portfolio (15 Documents)	25%

### Attendance Policies

Day students will be required to meet class two days a week for one hour and fifteen minutes each week for fifteen weeks. Day students will be allowed to miss a maximum of **six class meetings** during the semester. Night students will meet class one night a week for two hours and forty-five minutes each week for fifteen weeks. Night 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 and the required portfolio**, the student will earn three semester hours of credit. Students must earn a minimum of 77 on Module 1 before going on to Module 2.

**Students must complete the requirements for Module 1 (Applying Your Skills, Assessing Proficiencies and Creating Original Documents) before advancing to Module 2.**

Module 1 Title	Chapters Covered	Due Date	Percentage of Module Grade
Managing Data	Chapters 16-20	Feb. 16, 2012 <u>Portfolio</u> April 19, 2012	Applying Your Skills–50% Assessing Proficiencies–20% Creating Original Documents–30%

### Method of Instruction

Students should complete the reading and practice exercises for each lesson. These exercises should not be printed. Once the student completes the lesson exercises, he/she should do the Applying Your Skills Exercises. All of these exercises should be printed and turned in to the instructor for grading. At the end of each Unit, the student should do all of the Assessing Proficiencies and Creating Original Documents exercises, print them, and turn them in to the instructor for grading.

Two points will be deducted for each error found on required assignments. Students will receive a numeric grade on each exercise turned in. Students will receive an overall grade for all Applying Your Skills, Assessing Proficiencies, and Creating Original Documents exercises.

### Portfolio Requirements

Students will be required to turn in a Portfolio consisting of 15 business documents by the end of the semester. The instructor will give the students a list of the documents required to be in the portfolio. All documents should be free of errors. This portfolio will count as 25% of the final grade for the semester. **If the portfolio is not turned in by the due date, the final grade will be dropped by five points for each day it's late. The portfolio will graded by the rubric provided by the instructor.**

## **Technology Requirements**

Students will be allowed to do assignments at home or at one of the NETC community campus sites. All assignments must be completed using Microsoft Word 2010 software. **All assignments for the module must be turned in no later than the due date. No assignment will be accepted after the due date.**

## **Materials Required**

Students must purchase the following textbook:

**Microsoft Word 2010, Signature Series**, by Nita Rutkosky and Audrey Rutkosky Roggenkamp. Published by Paradigm Publishing, 2011.

1" binder and cover pages for Portfolio documents

USB Flash Drive for saving assignments/files

## **Resources**

The following items will be available for student use but must remain in the OST Lab at all times.

Dictionary  
Word Division Handbook  
Secretarial Handbook

## **Prerequisite Skills**

Completion of AOT 165 with a grade of "C" or better.

## **Student Time Commitment**

Students will be required to meet class for two and a half hours each week for day classes and two hours and forty-five minutes for night classes. Students should be aware that they might need to spend extra time in the lab to complete the necessary course assignments.

### **Instructor Contact Information**

Instructor: Chris Smith  
Office location: Room 703A  
Office phone: (843) 921-6974 (if no answer, leave message with switchboard operator)  
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 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. Create and merge letters, envelopes, labels, and directories.
2. Create custom fields for a merge.
3. Edit main documents and data source files.
4. Input text during a merge.
5. Demonstrate how to use the Mail Merge wizard to merge documents.
6. Sort text in paragraphs, columns, and tables.
7. Sort on more than one field.
8. Sort records in a data source file.
9. Select specific records in a data source file for merging.
10. Insert custom numbers and bullets.
11. Define numbering formatting.
12. Define custom bullets
13. Insert multilevel list numbering.
14. Define multilevel list numbering.
15. Insert special characters, hyphens, and nonbreaking spaces.
16. Find and replace special characters.
17. Insert, format, and remove page numbers.
18. Insert, format, edit, and remove headers and footers.
19. Describe how to control widows and orphans and keep text together on a page.
20. Print sections of a document.
21. Insert, edit, and delete comments.
22. Demonstrate how to track changes to a document and customize tracking.
23. Compare documents.
24. Combine documents.

**Lesson 16****Performance Outcomes** --

- ❖ Create and merge letters, envelopes, labels, and directories.
- ❖ Create custom fields for a merge.
- ❖ Edit main documents and data source files.
- ❖ Input text during a merge.
- ❖ Insert a Merge Record # field and an If... Then... Else... field in a main document.
- ❖ Use the Mail Merge wizard to merge documents.

**Content** -- Students will be expected to read the lesson material and complete the practice exercises in the lesson. At the end of the lesson, the student will be required to do and print the Apply Your Skills exercises for grading. Once the student completes a lesson, he/she should turn in the work to the instructor for grading. He/she should complete a lesson and turn the required work in for grading before advancing to the next lesson.

**Learning Activities/Assignments** --

Lesson	Pages	Applying Your Skills
Lesson 16	531-582	16.1 - 16.5

**Assessment (e.g., paper/pencil, skills)** - All practice exercises in each lesson should be completed before doing the Applying Your Skills Exercises. Practice exercises should be saved in case they're needed in other exercises. Any work that requires research on the Internet must be typed. The students will receive a numeric grade on all applying your skills exercises, with the grades averaged to determine their lesson grade. Students should turn in all required assignments for a lesson before going on to the next lesson.

**Lesson 17****Performance Outcomes** --

- ❖ Sort text in paragraphs, columns, and tables.
- ❖ Sort on more than one field.
- ❖ Sort records in a data source file.
- ❖ Select specific records in a data source file for merging.

**Content** -- Students will be expected to read the lesson material and complete the practice exercises in the lesson. At the end of the lesson, the student will be required to do and print the Apply Your Skills exercises for grading. Once the student completes a lesson, he/she should turn in the work to the instructor for grading. He/she should complete a lesson and turn the required work in for grading before advancing to the next lesson.

**Learning Activities/Assignments** --

Lesson	Pages	Applying Your Skills
Lesson 17	583-606	17.1 - 17.4

**Assessment (e.g., paper/pencil, skills)** - All practice exercises in each lesson should be completed before doing the Applying Your Skills Exercises. Practice exercises should be saved in case they're needed in other exercises. Any work that requires research on the Internet must be typed. The students will receive a numeric grade on all applying your skills exercises, with the grades averaged to determine their lesson grade. Students should turn in all required assignments for a lesson before going on to the next lesson.

**Lesson 18****Performance Outcomes** --

- ❖ Insert custom numbers and bullets.
- ❖ Define numbering formatting.
- ❖ Define custom bullets.
- ❖ Insert multilevel list numbering.
- ❖ Define multilevel list numbering.
- ❖ Insert special characters, hyphens, and nonbreaking spaces.
- ❖ Find and replace special characters.

**Content** -- Students will be expected to read the lesson material and complete the practice exercises in the lesson. At the end of the lesson, the student will be required to do and print the Apply Your Skills exercises for grading. Once the student completes a lesson, he/she should turn in the work to the instructor for grading. He/she should complete a lesson and turn the required work in for grading before advancing to the next lesson.

**Learning Activities/Assignments** --

Lesson	Pages	Applying Your Skills
Lesson 18	607-635	18.1 - 18.2

**Assessment (e.g., paper/pencil, skills)** - All practice exercises in each lesson should be completed before doing the Applying Your Skills Exercises. Practice exercises should be saved in case they're needed in other exercises. Any work that requires research on the Internet must be typed. The students will receive a numeric grade on all applying your skills exercises, with the grades averaged to determine their lesson grade. Students should turn in all required assignments for a lesson before going on to the next lesson.

**Lesson 19****Performance Outcomes** --

- ❖ Insert, format, and remove page numbers.
- ❖ Insert, format, edit, and remove headers and footers.
- ❖ Control widows and orphans and keep text together on a page.
- ❖ Print sections of a document.

**Content** -- Students will be expected to read the lesson material and complete the practice exercises in the lesson. At the end of the lesson, the student will be required to do and print the Apply Your Skills exercises for grading. Once the student completes a lesson, he/she should turn in the work to the instructor for grading. He/she should complete a lesson and turn the required work in for grading before advancing to the next lesson.

**Learning Activities/Assignments** --

Lesson	Pages	Applying Your Skills
Lesson 19	637-668	19.1 - 19.3

**Assessment (e.g., paper/pencil, skills)** - All practice exercises in each lesson should be completed before doing the Applying Your Skills Exercises. Practice exercises should be saved in case they're needed in other exercises. Any work that requires research on the Internet must be typed. The students will receive a numeric grade on all applying your skills exercises, with the grades averaged to determine their lesson grade. Students should turn in all required assignments for a lesson before going on to the next lesson.

**Lesson 20****Performance Outcomes** --

- ❖ Insert, edit, and delete comments.
- ❖ Track changes to a document and customize tracking.
- ❖ Compare documents.
- ❖ Combine documents.

**Content** -- Students will be expected to read the lesson material and complete the practice exercises in the lesson. At the end of the lesson, the student will be required to do and print the Apply Your Skills exercises for grading. Once the student completes a lesson, he/she should turn in the work to the instructor for grading. He/she should complete a lesson and turn the required work in for grading before advancing to the next lesson.

**Learning Activities/Assignments** --

Lesson	Pages	Applying Your Skills
Lesson 20	669-702	20.1 - 20.3

**Assessment (e.g., paper/pencil, skills)** - All practice exercises in each lesson should be completed before doing the Applying Your Skills Exercises. Practice exercises should be saved in case they're needed in other exercises. Any work that requires research on the Internet must be typed. The students will receive a numeric grade on all applying your skills exercises, with the grades averaged to determine their lesson grade. Students should turn in all required assignments for a lesson before going on to the next lesson.

### How to Turn in Lessons

1. Name in upper right corner; include lesson number and exercise number.
2. Do not combine exercises/documents on the same page. **Start each exercise/document on a separate page.**
3. Staple lessons in upper left corner. Do not staple different lessons together.
4. **BE A GOOD PROOFREADER! When you feel your work is perfect, CHECK IT ONE MORE TIME.**



### Evaluation of Module

Once a student completes the Chapter Applying Your Skills exercises, they will be required to do the Unit Performance Assessments listed below.

Unit	Pages	Assessing Proficiencies	Creating Original Documents
Unit 4	703-709	U4.1 - U4.11	U4.12

The grade for Module 1 will be determined by the following guidelines:

Module 1 Title	Chapters Covered	Due Date	Percentage of Module Grade
Managing Data	16 - 20	Feb. 16, 2012 Portfolio April 19, 2012	Applying Your Skills-50% Assessing Proficiencies-20% Creating Original Documents-30%

The following scale will determine course grade:

Module Title	Percentage of Course Grade
Module 1: Managing Data	25%
Module 2: Customizing Documents and Features	25%
Module 3: Referencing Data	25%
Portfolio (15 Documents)	25%

Final grade for the course will be determined by the following grading scale:

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