

NORTHEASTERN TECHNICAL COLLEGE

Business Division Administrative Office Technology Department



AOT 105 WEB - Keyboarding

Module 1: The Alphabet, Number and Symbol Keys

Module 2: Basic Business Documents

Module 3: Reports, Correspondence and Employment Documents

**Business Division
Administrative Office Technology
Department**

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AOT 105 WEB - Keyboarding

Module 2: Basic Business Documents

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Description of Course

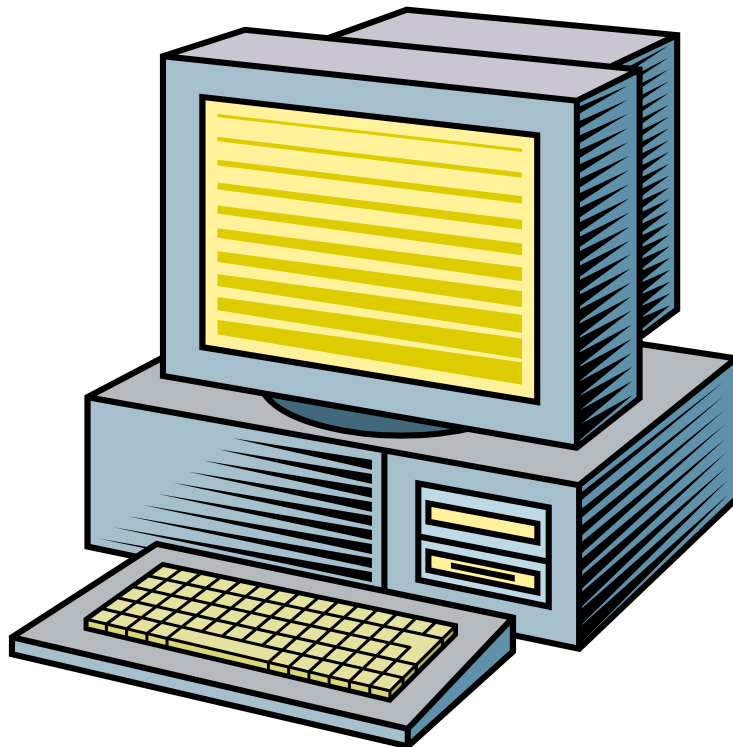
AOT 105 is an introductory course focuses on the mastery of touch keyboarding.

Purpose of Course

To learn skills and develop correct techniques needed to type keyboard, numbers, and symbols using the touch-typing method. To learn horizontal and vertical centering and the rules pertaining to word division. Learn to correctly format letters, tables, memorandums, resumes, reports, and other various types of business documents using Microsoft Word 2007 software. To learn the importance of proofreading all material and striving for a minimum goal of 36 words per minute for 5-minutes within a 5 error limit by the end of the semester.

Description of Module 2

In Module 2 the students will learn to format basic business documents using the Microsoft Word 2007 software in conjunction with the *Gregg College Keyboarding and Document Processing* textbook.



Introduction

Getting Started

The Basic Business Documents Module is the **second** of **three** modules included in AOT 105. In Module 2 the student will learn to format basic business documents on the computer using the ***Gregg College Keyboarding and Document Processing*** textbook and software program.

Each module must be completed in order. Students may exempt any of the three modules by completing the objective test, timed writing, and/or hands-on production test with a score of at least 80% on each test. Below is a list of the modules:

Module Title	Percentage of Course Grade
Module 1: The Alphabet, Number and Symbol Keys	20%
Module 2: Basic Business Documents	40%
Module 3: Reports, Correspondence, and Employment Documents	40%

Guidelines for taking AOT 105 Online

You have registered for AOT 105 online. If you haven't already purchased your textbook, you will need to do that as soon as possible. Along with the textbook you will receive the Word 2007 manual and the student registration code required for this course. You will have to have Microsoft Word 2007 to use this software and complete the requirements for this course. All documents have to be completed using Word 2007. I do not accept any work done in Word 2003. If you have any problems while logging into the web site, please feel free to contact me.

You will need to go to the NETC web site to print the three modules required for AOT 105. You can find these on my faculty web page under Online Course Modules/Outlines. They will be listed as AOT 105 Module 1, AOT 105 Module 2, and AOT 105 Module 3. The modules will explain in detail what you will be required to do for this course. There is a deadline for each module to be completed. You must meet these deadlines or you will be given a "0" for every lesson not turned in by the deadline. Once you complete a module, you will be required to come to campus, when I'm on campus, to complete the required test and timed writing for that particular module.

Guidelines for taking AOT 105 Online continued

You will be required to do all exercises in each lesson and the documents listed in the modules. I do not require all documents to be completed for each lesson, so please follow the modules carefully. If you do a document that's not listed in the module, it will not be graded. I will open the documents in Word 2007 and grade them. I will mark all errors in **Red** and return it to you with a grade. For me to keep up with your work, please work in the web site at least once each week. You will not be doing any documents in the first 24 lessons. **All weekly assignments must be uploaded no later than 9 p.m. on Monday evening of each week.**

You will use the student registration code and instructions I sent you to log into the web site for your keyboarding course. Make sure you sign in under the course AOT 105 (T40) Online.

Please make sure you follow the instructions given to you in the message you received from the college concerning your TechOnline Course Request. The information on the NETC web site is for your benefit. Please read the guidelines and policies for taking online courses.

Attendance Policies

Your attendance will be monitored by your completing the assignments on a weekly basis. You will be counted absent for each week you don't complete the required assignments for that particular week. After you miss over three weeks, you will be dropped from the course with a grade of "F" for excessive absences.

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 110–Document Formatting).

Students must complete the requirements for Module 2 before advancing to Module 3. For lesson due dates, see Page 14.

Module 2 Title	Lessons Covered	Test Due Date	Percentage of Module Grade
Basic Business Documents	Lessons 21-40	<u>No later than</u> June 30, 2011	Lessons–60% Objective Test–30% Timed Writing–10%

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 and/or practice exercises in each lesson. The lesson exercises are to be printed and turned in for checking. Students will be given five points for each lesson turned in correctly.

Students will be given a production test and a timed writing test at the end of the module. Students need to score at least a 77 (grade of C) on all work before going on to Module 3. Students must key at least 31 words per minute for 2 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 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 40% 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 log into the web site to do all of their course assignments. In order to use this software, the student will need to have Microsoft Word 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. If lessons aren't completed 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, 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.

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

There are no prerequisite courses required.

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 writing, and written test) with a grade of 77 (C or better).

Module Competencies (expected performance outcomes, level of proficiency)

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

1. Adjust computers as needed: set margins (if defaults are not used), tabs, line spacing, etc.
2. Divide words correctly.
3. Proofread documents and correct errors.
4. Improve language skills, including correct grammar, spelling, use of punctuation marks, capitalization, numbers, titles in business correspondence, and abbreviations.
5. Center text horizontally and vertically.
6. Format business letters and personal-business letters in block-style and modified-block style.
7. Format the following documents: bound and unbound reports, enumeration's, outlines, bibliographies, reports with footnotes and endnotes, reference lists, letter of application, employment tests, and follow-up letters.
8. Apply basic word processing commands.
9. Key at least 36 words per minute on a 3-minute timed-writing with no more than 5 errors.

Sections/Units

Unit 5 - Lessons 21 - 25

Performance Objectives -

- Given appropriate instruction and by practice, improve language-arts skills in punctuation, grammar, composing, and proofreading as evidenced by scoring 90% on a practice drill.
- Given appropriate instruction and by practice, learn basic word processing commands and proper hyphenation as evidenced by scoring 90% on a practice drill.
- Given appropriate instruction, be able to format and compose a basic email message as evidenced by scoring 90% on a practice drill.
- By practice on a keyboard, key 29 words a minute for 3 minutes with no more than 5 errors as evidenced by scoring 95% on a 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 all 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 21	75 - 76	A - E
Lesson 22	77 - 78	A - D
Lesson 23	79 - 80	A - I
Lesson 24	81 - 82	A - E
Lesson 25	83 - 86	A - E, Documents 25-1 & 25-2

Assessment (e.g., paper/pencil, skills) - Once the student completes each lesson, he/she should print it, proofread and circle all errors on practice exercises and timed writings. Students should correct all errors on documents before printing. 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 6 - Lesson 26 - 30

Performance Objectives -

- Given appropriate instruction and by practice, improve language-arts skills in punctuation as evidenced by scoring 90% on a practice drill.
- Given appropriate instruction and by practice, be able to identify and apply basic proofreaders' marks as evidenced by scoring 90% on a practice drill.
- Given appropriate instruction and by practice, be able to format one-page business reports, multi-page rough-draft business reports, business reports with bulleted and numbered lists, academic reports, and rough-draft academic reports with indented lists and displays.
- By practice on a keyboard, improve speed and accuracy on a 3-minute timed writing to 32 words a minute with no more than 5 errors as evidenced by scoring 95% on a 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 all 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 26	88 - 91	A - E-Documents 26-3 & 26-5
Lesson 27	92 - 94	A - E-Documents 27-6 & 27-8
Lesson 28	95 - 99	A - G-Documents 28-9, 28-11 & 28-13
Lesson 29	100 - 105	A - L-Documents 29-14 & 29-15
Lesson 30	106 - 108	A - E-Documents 30-17 & 30-19

Assessment (e.g., paper/pencil, skills) - Once the student completes each lesson, he/she should print it, proofread and circle all errors on practice exercises and timed writings. Students should correct all errors on documents before printing. 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 7 - Lesson 31 - 35

Performance Objectives -

- Given appropriate instruction and with practice, improve language-arts skills in punctuation, composing sentences, and proofreading as evidenced by scoring 90% on a practice drill.
- Given appropriate instruction and with practice, use correct italicizing and underlining rules as evidenced by scoring 90% on a practice drill.
- Given appropriate instruction and with practice, be able to format a business letter in block style, a business letter with an enclosure notation, envelopes, labels, interoffice memos, and various types of correspondence with an attachment notation as evidenced by scoring 90% on a practice drill.
- By practice on a keyboard, improve speed and accuracy on a 3-minute timed writing to 34 words a minute with no more than 5 errors as evidenced by scoring 95% on a 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 all 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 31	110-113	A - H-Documents 31-1 & 31-2
Lesson 32	114-117	A - F-Documents 32-3 & 32-4
Lesson 33	118-121	A - K-Documents 33-5 & 33-6
Lesson 34	122-125	A - H-Documents 34-7 & 34-8
Lesson 35	126-129	OMIT

Assessment (e.g., paper/pencil, skills) - Once the student completes each lesson, he/she should print it, proofread and circle all errors on practice exercises and timed writings. Students should correct all errors on documents before printing. 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 8 - Lesson 36 - 40

Performance Objectives -

- Given appropriate instruction and with practice, be able to format boxed tables, open tables with titles, open tables with column headings, and ruled tables with number columns as evidenced by scoring 90% on a practice drill.
- Given appropriate instruction and by practice, improve language-arts skills in punctuation and spelling rules as evidenced by scoring 90% on a practice drill.
- By practice on a keyboard, improve speed and accuracy on a 3-minute timed-writing to 36 words a minute with no more than 4 errors as evidenced by scoring 95% on a 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 all 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 36	131-133	A - F-Documents 36-1, 36-2 & 36-4
Lesson 37	134-136	A - F-Documents 37-5, 37-6 & 37-7
Lesson 38	137-139	A - E-Documents 38-8, 38-9 & 38-11
Lesson 39	140-143	A - I-Documents 39-12 & 39-14
Lesson 40	144-146	OMIT

Assessment (e.g., paper/pencil, skills) - Once the student completes each lesson, he/she should print it, proofread and circle all errors on practice exercises and timed writings. Students should correct all errors on documents before printing. 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.

Evaluation of Module

Once a student completes Module 2 (Lessons 21-40), they will be required to take a production test and a timed-writing test.

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:

31 - 35 wam for 3 minutes with 5 errors or less - 60

36 - 40 wam for 3 minutes with 5 errors or less - 70

41 - 45 wam for 3 minutes with 5 errors or less - 80

46 - 50 wam for 3 minutes with 5 errors or less - 90

51+ wam for 3 minutes with 5 errors or less - 100

Module 2 Title	Lessons Covered	Lesson Due Date	Test Due Date	Percentage of Module Grade
Basic Business Documents	Lessons 21-40	<u>Due by 9 p.m.</u>	<u>No later than June 30, 2011</u>	Lessons-60%
		Lessons 21-26-June 13		Production Test-30%
		Lessons 27-32-June 20 Lessons 33-39-June 27		Timed Writing-10%

The following scale will determine the course grade:

Module Title	Percentage of Course Grade
Module 1: The Alphabet, Number and Symbol Keys	20%
Module 2: Basic Business Documents	40%
Module 3: Reports, Correspondence, and Employment 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