

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 3: Reports, Correspondence and
Employment Documents

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Description of Course

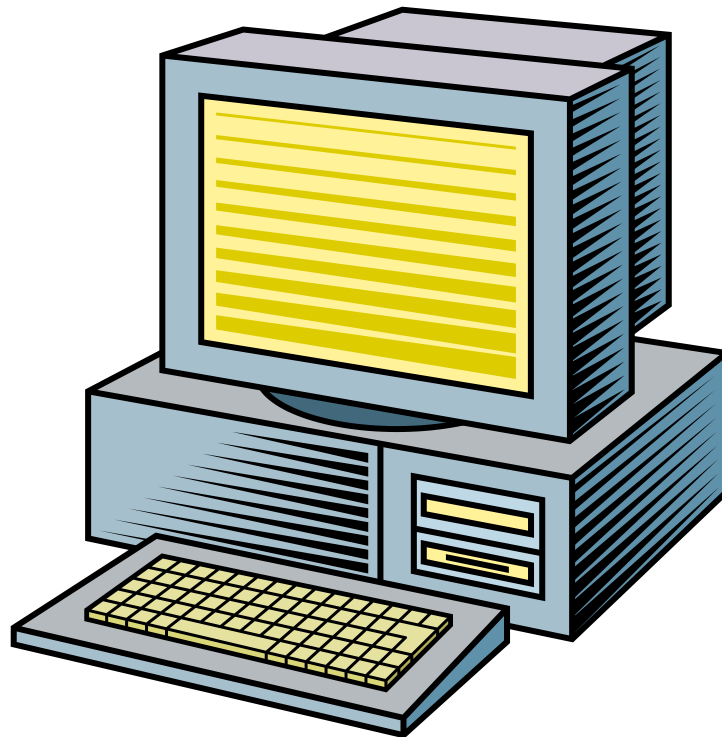
AOT 105 is an introductory course that focuses on the mastery of touch keyboarding.

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 3

In Module 3 the students will learn to format various reports, correspondence, and employment documents using the Microsoft Word 2007 software in conjunction with the ***Gregg College Keyboarding and Document Processing*** textbook.



Introduction

Getting Started

The Reports, Correspondence, & Employment Documents Module is the **third** of **three** modules included in AOT 105. In Module 3 the student will learn to format reports, correspondence, and employment documents on a computer using the **Gregg College Keyboarding and Document Processing** textbook and **Microsoft Word 2003** 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 for the summer semester. 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 home version of the keyboarding software we use for this course. You will need to install the software on your home computer following the instructions in the manual that comes with the software. 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 installing the software, 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. You

Guidelines for taking AOT 105 Online continued

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. Once you complete a lesson, you will need to upload it to the instructor web site for grading.

Once I receive the lesson, 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 upload to the instructor web site at least once each week. You will not be doing any documents in the first 24 lessons, but you still need to upload these lessons so I know you have done them and to get credit for them. All weekly assignments must be uploaded no later than 9 p.m. on Thursday evening of each week.

I will be logging you in to the instructor web site under the course name, AOT 105 Summer 10. I will have you logged in no later than 3 p.m. on the first day of classes. After I log you in, you will be sent a message with a password and instructions telling you how to access this web site. When you log in for the first time, you can change the password.

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 and uploading them to the web site on a weekly basis. You will be counted absent for each week you don't upload assignments to the web site. After you miss over two 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). **For lesson due dates, see page 13.**

Credit Awarded continued

Students must complete the requirements for Module 3 before getting credit for AOT 105.

Module 3 Title	Lessons Covered	Test Due Date	Percentage of Module Grade
Reports, Correspondence, and Employment Documents	Lessons 41-60	Exam Week	Lessons-40% Production Test-30% Timed Writing-30%

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 graded on all documents turned in.

Students will be given a production test and a timed writing test at the end of the module. Students need to score at least 77 (grade of C) on all work before. If a student doesn't score at least 77, he/she can restudy the lessons and retest. Students must key at least 36 words per minute for 5 minutes with no more than 5 errors to get credit for the timed writing grade. The production 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) to get credit for 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 home version of the Gregg Keyboarding software. They will be allowed to install this software on their home computers for use. 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 2007 software or they will not be accepted. All required objective, 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**

Technology Requirements continued

assignment will be accepted after the due date. Students will be required to do an average of six 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, Microsoft Office 2007 Update, Lessons 1-120, Tenth Edition, Kit 3*, by Ober, Johnson, and Zimmerly. Glencoe/McGraw-Hill Publishing Company, 2008.

Kit 3 contains the textbook, the home version of the keyboarding software, 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

Students must complete Module 1 and Module 2 with a grade of "77" or better before advancing to Module 3.

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 production 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. Type at least 40 words per minute on a 5-minute timed-writing with no more than 5 errors.

Sections/Units

Unit 9 - Lessons 41 - 45

Performance Objectives -

- Given appropriate instruction and by practice refine language-arts skills using quotation marks, italics (or the underline), composing sentences, and proofreading as evidenced by scoring 90% on a practice drill.
- Given appropriate instruction and by practice, format reports with footnotes, reports in ATA style, and author/year citations as evidenced by scoring 90% on a practice drill.
- Given appropriate instruction and by practice, format reports in MLA style, bibliographies, references, and works-cited pages as evidenced by scoring 90% on a practice drill.
- Given appropriate instruction and by practice, format title pages and tables of contents as evidenced by scoring 90% on a practice drill.
- By practice on a keyboard, key 37 words a minute for 3 minutes with no more than 3 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 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 41	123-126	A - G-Documents 41-13 & 41-14
Lesson 42	127-130	A - G-Documents 42-15
Lesson 43	131-134	A - F-Documents 43-17
Lesson 44	135-140	A - J-Documents 44-19, 44-20 & 44-21
Lesson 45	141-146	A - I--Documents 45-22, 45-23 & 45-26

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 10 - Lesson 46 - 50

Performance Objectives -

- Given appropriate instruction and by practice, format personal titles in letters, complimentary closings in letters, and personal business letters as evidenced by scoring 90% on a practice drill.
- Given appropriate instruction and by practice, format lists in correspondence, letters with copy notations, and letters in modified-block style as evidenced by scoring 90% on a practice drill.
- Given appropriate instruction and by practice improved language-arts skills in number expressions and in spelling as evidenced by scoring 90% on a practice drill.
- Given appropriate instruction and by practice, improve speed and accuracy to 38 words a minute for 3 minutes with no more than 3 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 errors as they do. 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 46	148-150	A - F-Document 46-22
Lesson 47	151-154	A - E-Document 47-24
Lesson 48	155-157	A - E-Documents 48-27 & 48-28
Lesson 49	158-160	A - E-Documents 49-30 & 49-31
Lesson 50	161-166	A - H-Documents 50-32, 50-33 & 50-35

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 11 - Lesson 51 - 55

Performance Objectives -

- Given appropriate instruction and by practice, improve language-arts skills in the use of commas, composing paragraphs, and proofreading as evidenced by scoring 90% on a practice drill.
- Given appropriate instruction and by practice, format traditional resumes, electronic resumes, letters of application, follow-up letters, and employment documents as evidenced by scoring 90% on a practice drill.
- By practice on a keyboard, key 39 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 51	168-172	A - F-Document 51-27
Lesson 52	173-176	A - F-Documents 52-29 & 52-30
Lesson 53	177-179	A - H-Documents 53-36 & 53-37
Lesson 54	180-183	A - D-Documents 54-38 & 54-39
Lesson 55	184-187	A - D-Documents 55-31, 55-41 & 55-43

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 12 - Lesson 56 - 60

Performance Objectives -

- Given appropriate instruction and by practice, improve language-arts skills in number expression, spelling, and in the use of hyphens as evidenced by scoring 90% on a practice drill.
- Given appropriate instruction and by practice, format insurance documents, hospitality documents, retail documents, government documents, and manufacturing documents as evidenced by scoring 90% on a practice drill.
- 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.

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 56	189-192	A - D-Documents 56-45, 56-46 & 56-17
Lesson 57	193-196	A - D-Documents 57-18 & 57-47
Lesson 58	197-199	A - D-Documents 58-48, 58-49 & 58-19
Lesson 59	200-203	A - D-Documents 59-33 & 59-20
Lesson 60	204-208	A - F-Documents 60-50, 60-21, 60-51 & 60-22

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 3 (Lessons 41-60), they will be required to take a production test and a timed writing test.

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

Module 3 Title	Lessons Covered	Lesson Due Date	Test Due Date	Percentage of Module Grade
Reports, Correspondence, and Employment Documents	Lessons 41-60	<u>Due by 9 p.m.</u> Lessons 41-46-July 1 Lessons 47-52-July 15 Lessons 53-57-July 22 Lessons 58-60-July 29	<u>Exam Week</u>	Lessons-40% Production Test-30% Timed Writing-30%

The following scale will determine 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