

NORTHEASTERN TECHNICAL COLLEGE

Business Division Administrative Office Technology Department



AOT 105 - 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 - Keyboarding

Module 2: Basic Business Documents

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Description of Course

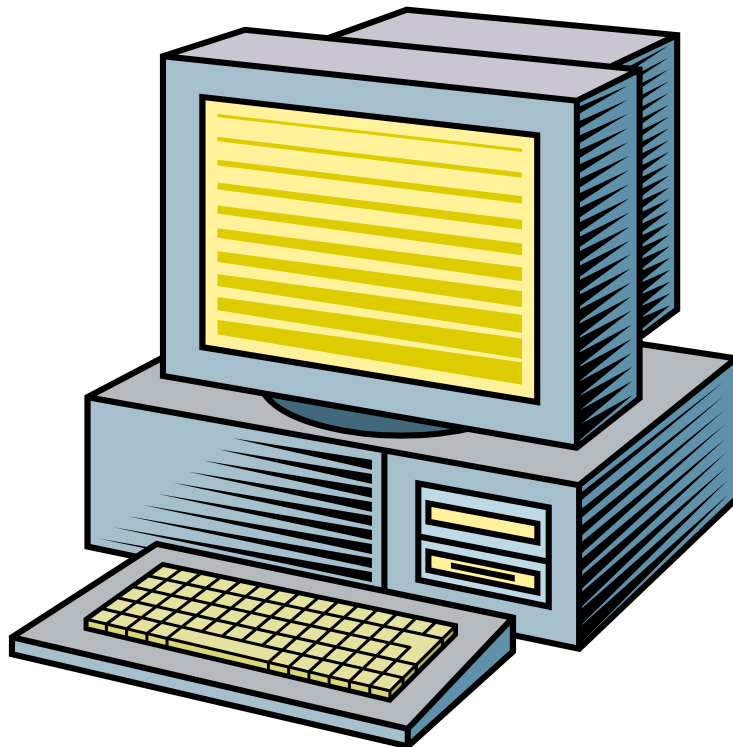
AOT 105 is an introductory course focuses on the mastery of touch keyboarding.

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 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%

Students wishing to skip AOT 105, will have to register for AOT 105. On the first day of classes they will be given a speed test and a keyboarding test on documents. The grading will be based on the grading scale in Module 3. If they pass both parts of the test with at least a grade of 70 on their speed and a grade of at least 85 on the documents, they will be able to drop out of AOT 105 and add AOT 110. This will go in effect immediately for all students.

Attendance Policies

Day students will be required to meet class for one hour and fifty-two minutes two days a week for ten weeks. Students will be allowed to miss a maximum of **four class meetings** during the semester. Night students will be required to meet class for four hours one night a week for ten weeks. Students will be allowed to miss a maximum of **two 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.

Tardies

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 110–Document Formatting). For lesson due dates, see page 13.

Module 2 Title	Lessons Covered	Test Due Date	Percentage of Module Grade
Basic Business Documents	Lessons 21-40	<u>Day</u> July 14, 2011	Lessons–60% Production Test–30% Timed Writing–10%
		<u>Night</u> July 12, 2011	

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 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 going on to Module 3. 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) 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 the Word 2007 manual and student registration code. The code is necessary to access the web site for doing all assignments. In order to use this software and complete the required documents, 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 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, Eleventh Edition, Kit 3***, by Ober, Johnson, and Zimmerly. Glencoe/McGraw-Hill Publishing Company, 2011.

Kit 3 contains the textbook, 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

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

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. 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.

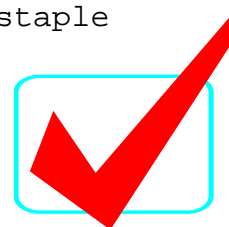
Learning Activities/Assignments -

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.

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 (document) 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 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>Day-Due Beginning of Class</u> Lessons 21-26-June 16 Lessons 27-32-June 23 Lessons 33-39-June 30	<u>Day</u> July 12, 2011 <u>Night</u> July 12, 2011	Lessons-60% Production Test-30% Timed Writing-10%
		<u>Night-Due Beginning Of Class</u> Lessons 21-26-June 21 Lessons 27-32-June 28 Lessons 33-39-July 12		

Evaluation of Module continued

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