

# 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**

**Prepared by: Chris Smith**



**AOT 105 - Keyboarding**

**Module 3: Reports, Correspondence and  
Employment Documents**

## Table of Contents

Description of Course.....	4
Purpose of Course.....	4
Description of Module 3.....	4
Introduction.....	5
Getting Started.....	5
Attendance Policies.....	5/6
Credit Awarded.....	6
Method of Instruction.....	6
Technology Requirements.....	7
Materials Required.....	7
Resources.....	7
Prerequisite Skills.....	7
Student Time Commitment.....	7
Instructor Contact Information.....	8
Documentation of Completion.....	8
Module Competencies (expected performance outcomes, level of proficiency).....	8
Sections/Units.....	9-12
Performance Objectives.....	9-12
Content.....	9-12
Learning Activities/Assignments.....	9-12
Assessment Requirements (e.g., paper/pencil, skills)....	9-12
How to Turn in Lessons.....	13
Evaluation of Module.....	13-14

## Description of Course

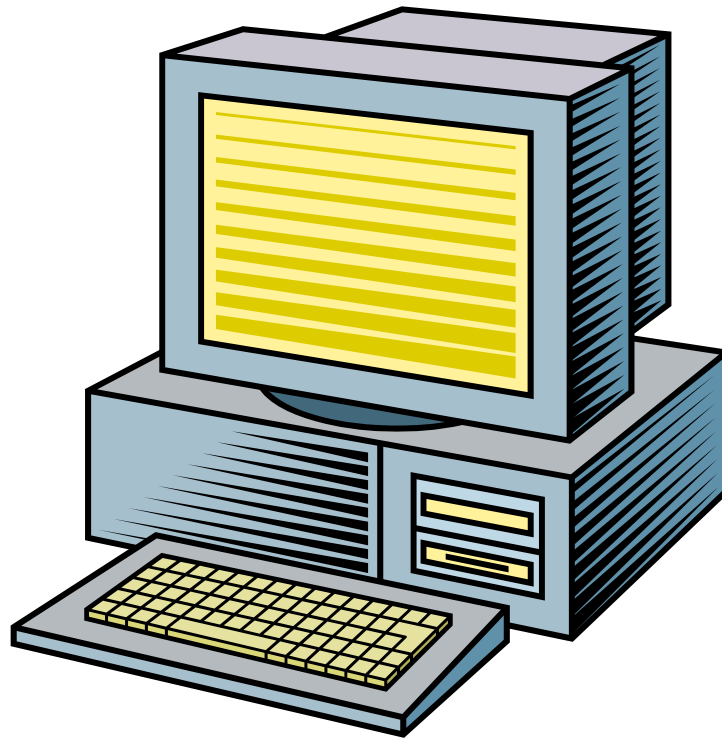
AOT 105 is an introductory course that focuses on the mastery of touch keyboarding.

### 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%

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 two hours 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 one night a week for four hours 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 3 Title	Lessons Covered	Test Due Date	Percentage of Module Grade
Reports, Correspondence, and Employment Documents	Lessons 41-60	<u>Day</u> Exam Week <u>Night</u> Exam Week	Lessons–60% Production Test–30% Timed Writing–10%

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

## 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 the Word 2007 manual and student registration code. This 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 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	151-153	A - F-Documents 41-22 & 41-23
Lesson 42	154-157	A - D-Documents 42-24 & 42-26
Lesson 43	158-160	A - H-Documents 43-27 & 43-29
Lesson 44	161-163	A - G-Documents 44-30 & 44-31
Lesson 45	164-167	A - F-Documents 45-32, 45-33 & 45-34

**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	169-172	A - E—Document 46-13 & 46-14
Lesson 47	173-176	A - G—Document 47-15
Lesson 48	177-179	A - D—Documents 48-17 & 48-18
Lesson 49	180-184	A - K—Documents 49-19, 49-20 & 49-21
Lesson 50	185-190	A - G—Documents 50-22, 50-23 & 50-25

**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	192-195	A - G-Document 51-26 & 51-27
Lesson 52	196-198	A - D-Documents 52-35 & 52-36
Lesson 53	199-201	A - G-Documents 53-28 & 53-17
Lesson 54	202-204	A - E-Documents 54-38 & 54-39
Lesson 55	205-208	A - D-Documents 55-29, 55-41 & 55-30

**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	210-213	A - C-Documents 56-45, 56-46 & 56-18
Lesson 57	214-217	A - D-Documents 57-19, 57-47 & 57-31
Lesson 58	218-220	A - C-Documents 58-48, 58-49 & 58-20
Lesson 59	221-224	A - G-Documents 59-32 & 59-21
Lesson 60	225-228	A - D-Documents 60-50, 60-22, 60-51 & 60-52

**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 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 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:

- 35 - 39 wam for 5 minutes with 5 errors or less - 60
- 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>Day-Due Beginning of Class</u>	<u>Day</u> Exam Week <u>Night</u> Exam Week	Lessons-40% Production Test-30% Timed Writing-30%
		Lessons 41-46-July 14		
		Lessons 47-52-July 21		
		Lessons 53-60-July 28		
		<u>Night-Due Beginning Of Class</u>		
		Lessons 41-46-July 12		
Lessons 47-52-July 19				
Lessons 53-60-July 26				

**Evaluation of Module continued**

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