

NORTHEASTERN TECHNICAL COLLEGE

Business Division

Administrative Office Technology
Department



AOT 110 WEB - Document Formatting

Module 1: Advanced Formatting of Business Documents

Module 2: Working with Specialized Applications

Module 3: Designing & Using Business Documents

**Business Division
Administrative Office Technology
Department**

Prepared by: Chris Smith



AOT 110 WEB - Document Formatting

Module 1: Advanced Formatting of Business Documents

Table of Contents

Description of Course.....	4
Purpose of Course.....	4
Description of Module 1.....	4
Introduction.....	5
Getting Started.....	5
Guidelines for taking AOT 110 Online.....	5/6
Attendance Policies.....	6
Credit Awarded.....	6/7
Method of Instruction.....	7
Technology Requirements.....	7/8
Materials Required.....	8
Resources.....	8
Prerequisite Skills.....	8
Student Time Commitment.....	8
Instructor Contact Information.....	9
Documentation of Completion.....	9
Module Competencies (expected performance outcomes, level of proficiency).....	9
Sections/Units.....	10-13
Performance Objectives.....	10-13
Content.....	10-13
Learning Activities/Assignments.....	10-13
Assessment Requirements (e.g., paper/pencil, skills).....	10-13
Evaluation of Module.....	14

Description of Course

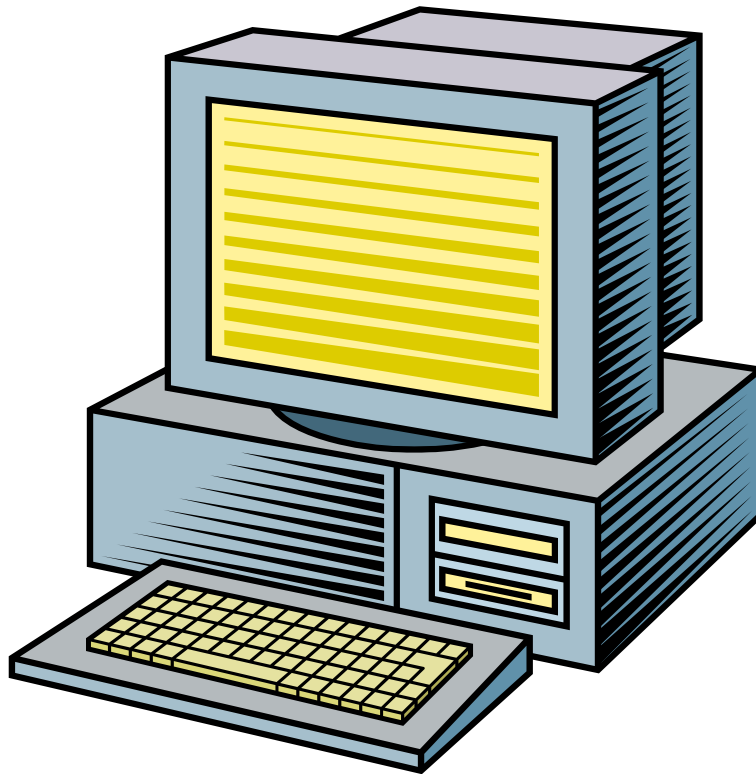
AOT 110 emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

Purpose of Course

To further develop skill to an intermediate level, to increase speed on timed writings, and to develop accuracy. To learn to format various types of reports, tables, letters, and memos. To further realize the importance of proofreading all material and striving for a minimum goal of 45 wpm for five-minutes within a five-error limit by the end of the semester.

Description of Module 1

In Module 1 the students will format various business documents. They will learn to key text at a minimum of 45 words per minute for 5-minutes with no more than 5 errors by the time they complete the module.



Introduction

Getting Started

Advanced Formatting of Business Documents is the **first** of **three** modules included in AOT 110. In Module 1 the student will learn to format various business documents using the **Gregg College Keyboarding and Document Processing** textbook, GDP software, and Microsoft Word 2007 software program.

Each module must be completed in order. Students may exempt any of the three modules by completing the timed writing, and hands-on production tests with a score of at least 90% on each test. Below is a list of the modules:

Module Title	Percentage of Course Grade
Module 1: Advanced Formatting of Business Documents	30%
Module 2: Working with Specialized Applications	30%
Module 3: Designing & Using Business Documents	40%

Guidelines for taking AOT 110 Online

You have registered for AOT 110 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 to take 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, please feel free to contact me.

You will need to go to the NETC web site to print the three modules required for AOT 110. You can find these on my faculty web page under Online Course Modules/Outlines. They will be listed as AOT 110 Module 1, AOT 110 Module 2, and AOT 110 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 110 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 on your required course assignments at least once each week. All weekly assignments must be completed 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 110 (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 the web site on a weekly basis. You will be counted absent for each week you don't work on the required course assignments. 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 210–Document Production). **Due dates for the lessons are on page 14.**

Students must complete the requirements for Module 1 before advancing to Module 2.

Module 1 Title	Lessons Covered	Test Due Date	Percentage of Module Grade
Advanced Formatting of Business Documents	Lessons 61-80	<u>No later than June 9, 2011</u>	Lessons–60% Production 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, practice exercises, timed writings, and documents listed for each lesson. The lesson exercises are to be printed and turned in for checking. Documents must be printed and turn in with lessons exercises. Documents will be given a numeric grade, with all documents averaged together to come up with the lesson grade.

Students will be given a timed writing and production test at the end of the module. Students need to score at least a 77 (grade of C) on the production test before going on to Module 2. If a student doesn't score at least a 77, he/she can restudy the lessons and retest. Students must key at least 45 words per minute for 5 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 1 before he/she can advance to Module 2. The module grade will count as 30% of the course grade.

Technology Requirements

When students purchase the new textbook they will also receive a student registration code required to log in to the Gregg Keyboarding software web site. 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 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, 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 OST 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 AOT 105 with a grade of "C" or better, satisfactory completion of AOT 106, or demonstrated knowledge of the keyboarding before taking AOT 110.

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 writings, and production tests) 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. Improve language arts skills, including correct grammar, spelling, correct use of punctuation marks, capitalization, and numbers.
2. Proofread documents and correct errors.
3. Format various types of memorandums, modified-block style letters, and block-style letters.
4. Format itineraries, agendas, minutes, procedures manuals, and magazine articles.
5. Format multipage letters and letters with special features.
6. Format various styles of tables, including tables in landscape orientation, multipage tables, and tables using Table AutoFormat.
7. Format multipage memos with tables and memo reports.
8. Use the following MS Word 2003 commands: Search and replace, page numbering, widow/orphan protection, footnotes, endnotes, dot leaders, font size, indent codes, block protect, repeat value, and double underline.
9. Know how to delete rows and columns from tables and how to do braced headings in tables.
10. Be able to compose documents at the keyboard.
11. Keyboard 45 words or better a minute on a 5-minute timed writing with no more than 5 errors.

Sections/Units**Unit 13 - Lessons 61-65****Performance Objectives --**

- ❖ Given appropriate instruction and by practice on a keyboard, format reports, business letters, personal-business letters, memos, e-mail messages, tables, and employment documents.
- ❖ Given appropriate instructions and by practice, refine language arts skills in the use of commas.
- ❖ 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 61	235-237	A - E-Documents 61-55 & 61-56
Lesson 62	238-240	A - C-Documents 62-58, 62-59 & 62-60
Lesson 63	241-244	A - G-Documents 63-34 & 63-35
Lesson 64	245-247	A - D-Documents 64-23, 64-24 & 64-25
Lesson 65	248-250	A - D-Documents 65-37, 65-62 & 65-63

Assessment (e.g., paper/pencil, skills) - Once the student completes each lesson, he/she should print it, proofread and circle any errors in practice exercises and timed writings. All errors should be corrected on all documents before printing them. 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 14 - Lessons 66-70

Performance Objectives --

- ❖ Given appropriate instruction and by practice on a keyboard, format itineraries, agendas, minutes, procedures manuals, magazine articles, and reports as evidenced by scoring 90% on a practice drill.
- ❖ Given appropriate instructions and by practice, improve language arts skills in the use of hyphens, abbreviations, word agreement, and spelling as evidenced by scoring 90% on a practice drill.
- ❖ By practice on a keyboard, improve speed and accuracy to key 41 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 66	252-255	A - D-Documents 66-64, 66-65
Lesson 67	256-260	A - I-Documents 67-67, 67-68 & 67-69
Lesson 68	261-266	A - J-Documents 68-70, 68-71 & 68-72
Lesson 69	267-270	A - H-Documents 69-73 & 69-74
Lesson 70	271-274	A - E-Documents 70-38, 70-39 & 70-40

Assessment (e.g., paper/pencil, skills) - Once the student completes each lesson, he/she should print it, proofread and circle any errors in practice exercises and timed writings. All errors should be corrected on all documents before printing them. 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 15 - Lesson 71 - 75

Performance Objectives --

- ❖ Given appropriate instruction and by practice on a keyboard, format multipage letters, special letter features, multipage memos with tables, and memo reports as evidenced by scoring 90% on a practice drill.
- ❖ Given appropriate instructions and by practice, improve language arts skills in the use of commas and composing paragraphs as evidenced by scoring 90% on a practice drill.
- ❖ By practice on a keyboard, improve speed and accuracy to key 42 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 71	276-279	A - E-Documents 71-41 & 71-42
Lesson 72	280-285	A - E-Documents 72-44, 72-45 & 72-46
Lesson 73	286-290	A - I-Documents 73-48 & 73-49
Lesson 74	291-296	A - F-Documents 74-51 & 74-52
Lesson 75	297-299	A - D-Documents 75-55 & 75-56

Assessment (e.g., paper/pencil, skills) -

Once the student completes each lesson, he/she should print it, proofread and circle any errors in practice exercises and timed writings. All errors should be corrected on all documents before printing them. 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 16 - Lesson 76 - 80****Performance Objectives -**

- ❖ Given appropriate instruction and by practice on a keyboard, insert or delete rows or columns in tables, change text direction in tables, format braced headings in tables, format tables in landscape orientation, format multipage tables, and format tables using Table AutoFormat as evidenced by scoring 90% on a practice drill.
- ❖ Given appropriate instructions and by practice, improve language arts skills in capitalization and spelling as evidenced by scoring 90% on a practice drill.
- ❖ By practice on a keyboard, improve speed and accuracy to key 45 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 76	301-304	A - E-Documents 76-26 & 76-27
Lesson 77	305-307	A - E-Documents 77-29 & 77-30
Lesson 78	308-311	A - E-Documents 78-32 & 78-34
Lesson 79	312-315	A - I-Documents 79-35 & 79-37
Lesson 80	316-319	A - F-Documents 80-38 & 80-40

Assessment (e.g., paper/pencil, skills) -

Once the student completes each lesson, he/she should print it, proofread and circle any errors in practice exercises and timed writings. All errors should be corrected on all documents before printing them. 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 Lesson 66-80, they will be required to take a production test and a timed writing test.

The grade for Module 1 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 - 60
- 45 - 49 wam for 5 minutes with 5 errors or less - 70
- 50 - 54 wam for 5 minutes with 5 errors or less - 80
- 55 - 59 wam for 5 minutes with 5 errors or less - 90
- 60+ wam for 5 minutes with 5 errors or less - 100

Module 1 Title	Lessons Covered	Lesson Due Date	Test Due Date	Percentage of Module Grade
Advanced Formatting of Business Documents	Lessons 61-80	<u>Due by 9 p.m.</u> Lessons 61-66-May 23 Lessons 67-73-May 30 Lessons 74-80-June 6	No later than June 9, 2011	Lessons-60% Production Test-30% Timed Writing-10%

The following scale will determine course grade:

Module Title	Percentage of Course Grade
Module 1: Advanced Formatting of Business Documents	30%
Module 2: Working with Specialized Applications	30%
Module 3: Designing & Using Business 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