

# NORTHEASTERN TECHNICAL COLLEGE

Business Division

Administrative Office Technology  
Department



AOT 110 - 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 - Document Formatting**

**Module 1: Advanced Formatting of Business Documents**

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### **Description of Course**

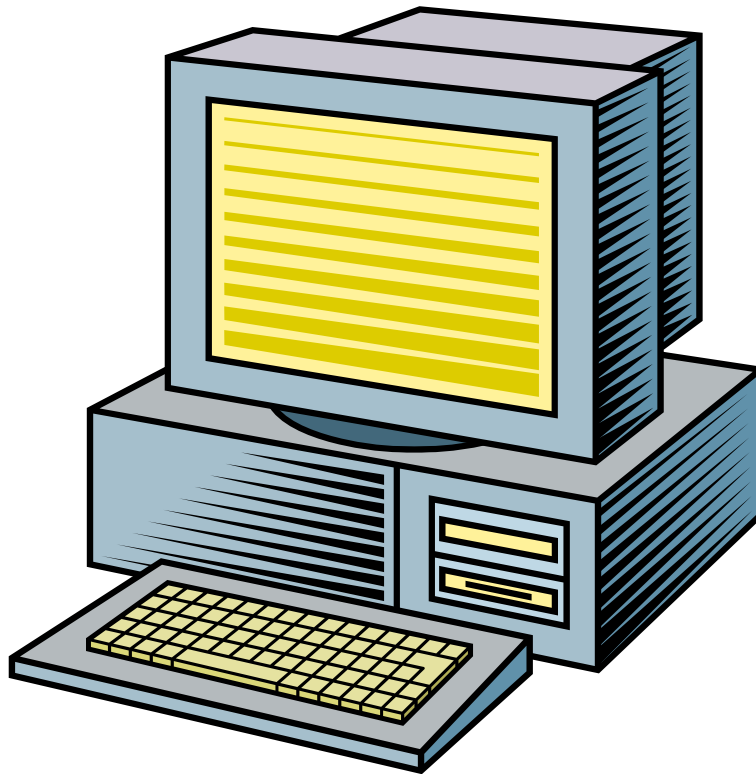
AOT 110 emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

### **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, the GDP web site, 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:<br>Advanced Formatting of Business Documents | 30%                        |
| Module 2:<br>Working with Specialized Applications     | 30%                        |
| Module 3:<br>Designing & Using Business Documents      | 40%                        |

### 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.

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 210–Document Production). **Due dates for the lessons are on page 13.**

| Module 1 Title                            | Lessons Covered | Test Due Date   | Percentage of Module Grade                              |
|---|-----------------|---|---|
| Advanced Formatting of Business Documents | Lessons 61-80   | <u>Day</u><br>June 9, 2011<br><u>Night</u><br>June 14, 2011 | Lessons–60%<br>Production Test–30%<br>Timed Writing–10% |

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

### 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 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 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 --

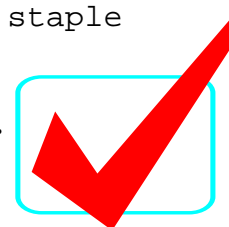
| Lesson    | Pages   | Exercises                     |
|-----------|---------|-------------------------------|
| Lesson 76 | 301-304 | A - E-Documents 76-26 & 76-27 |
| Lesson 77 | 305-307 | A - E-Documents 77-29 & 77-30 |
| Lesson 78 | 308-311 | A - E-Documents 78-32 & 78-34 |
| Lesson 79 | 312-315 | 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.

### 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 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>Day-Due Beginning of Class</u>   | <u>Day</u><br>June 9, 2011<br><u>Night</u><br>June 14, 2011 | Lessons-60%<br>Production Test-30%<br>Timed Writing-10% |
|   |                 | <u>Night-Due Beginning Of Class</u> |   |   |
|   |                 | Lessons 61-66-May 24                |   |   |
|   |                 | Lessons 67-72-May 31                |   |   |
|   |                 | Lessons 73-78-June 7                |   |   |
|   |                 | Lessons 79-80-June 9                |   |   |
|   |                 | Lessons 61-66-May 24                |   |   |
|   |                 | Lessons 66-72-May 31                |   |   |
|   |                 | Lessons 73-78-June 7                |   |   |
|   |                 | Lessons 79-80-June 14               |   |   |

**Evaluation of Module continued**

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 |