

NORTHEASTERN TECHNICAL COLLEGE

Business Division

Administrative Office Technology
Department



AOT 165 - Information Processing Software

Module 1: Basic Formatting Skills

Module 2: Advance Formatting Skills

Module 3: Creating Tables & Charts

**Business Division
Administrative Office Technology
Department**

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AOT 165 - Information Processing Software

Module 1: Basic Formatting Skills

Table of Contents

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

Description of Course

AOT 165 includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing.

Description of Module 1

In Module 1 students will learn how to perform basic formatting features of Microsoft Word 2007. They will learn how to create documents, select and edit text, work with fonts, use writing tools, and create tables and columns. In addition to the textbook assignments, students will be required to do a Research Paper on their career choice.



Introduction

Getting Started

In Module 1 the student will learn how to perform basic formatting features using Microsoft Word 2007. They will learn how to create documents, select and edit text, work with fonts, use writing tools, and create tables and columns.

Each module must be completed in order. Below is a list of the modules:

Module Title	Percentage of Course Grade
Module 1: Basic Formatting Skills	20%
Module 2: Advance Formatting Skills	30%
Module 3: Creating Tables & Charts	30%
Research Paper on Your Career Choice	20%

Attendance Policies

Day students will be required to meet class Monday and Wednesday for one hour and fifty-two minutes each week for ten weeks. Day students will be allowed to miss a maximum of **four class meetings** during the semester. Night students will meet class four hours one night a week for ten weeks. Night 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 on Module 1 before going on to Module 2.

Students must complete the requirements for Module 1 (Applying Your Skills, Assessing Proficiencies, and Creating Original Documents) with a grade of "C" or better before advancing to Module 2.

Module 1 Title	Chapters Covered	Due Date	Percentage of Module Grade
Basic Formatting Skills	Chapters 1-5	<u>Day</u> June 19, 2011	Applying Your Skills-40% Assessing Proficiencies-30% Creating Original Documents-30%
Research Paper		July 14, 2011	

Method of Instruction

Students should complete the reading and practice exercises for each Chapter. These exercises should not be printed. Once the student completes the Chapter exercises, he/she should do the Applying Your Skills. All of these exercises should be printed and turned in to the instructor for grading. At the end of each Unit, the student should do all of the Assessing Proficiencies and Creating Original Documents, print them, and turn them in to the instructor for grading.

Two points will be deducted for each error found on Applying Your Skills, Assessing Proficiencies, and Creating Original Documents. Students will receive a numeric grade on each exercise turned in. Students will receive an overall grade for all Applying Your Skills, Assessing Proficiencies, and Creating Original Documents.

Technology Requirements

Students will be allowed to do assignments at home or at one of the NETC community campus sites. All assignments must be completed using Microsoft Word 2007 software. All assignments for the module must be turned in no later than the due date. No assignment will be accepted after the due date.

Materials Required

Students must purchase the following:

Microsoft Word 2007: Windows XP Edition, Signature Series, by Nita Rutkosky and Audrey Rutkosky Roggenkamp. Published by Paradigm Publishing, 2008.

USB 2.0 Flash Drive for saving assignments/files

Resources

The following items will be available for student use but must remain in the AOT Lab at all times.

Dictionary
Word Division Handbook
Secretarial Handbook

Prerequisite Skills

AOT 105 with a grade of "C" or better, AOT 101 with a grade of "C" or better, or satisfactory completion of AOT 106.

Student Time Commitment

Students will be required to meet class for two and a half hours each week for day classes and two hours and forty-five minutes for night classes. Students should be aware that they might need to spend extra time on campus to complete the necessary course 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 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. Start and Exit Word 2007.
2. Create and edit documents.
3. Name and save documents.
4. Scroll within a document.
5. Select text in a document.
6. Use the Undo and Redo buttons.
7. Use the Help feature.
8. Change fonts and font effects.
9. Format selected text with buttons on the Mini toolbar.
10. Apply styles from Quick Styles sets.
11. Apply and customize Themes.
12. Change the alignment of text in paragraphs.
13. Indent text in paragraphs.
14. Increase and decrease spacing before and after paragraphs.
15. Repeat the last action.
16. Automate formatting with Format Painter.
17. Change line spacing in a document.
18. Apply numbering and bullet formatting to text.
19. Reveal and compare formatting.
20. Insert paragraph borders and shading.
21. Apply custom borders and shading.
22. Sort paragraph text.
23. Set, clear, and move tabs on the Ruler and at the Tabs dialog box.
24. Cut, copy, and paste text in a document.
25. Copy and paste text between documents.
26. Complete a spelling and grammar check on text in a document.
27. Create a custom dictionary and change the default dictionary.
28. Display synonyms and antonyms for specific words using the Thesaurus.
29. Display document word, paragraph, and character counts.
30. Use the translation feature to translate words from English to other languages.
31. Search for and request specific information from online sources.

Chapter 1

Performance Objectives --

- ❖ Open Microsoft Word.
- ❖ Create, save, name, print, open, and close a Word document.
- ❖ Exit Word and Windows.
- ❖ Edit a document.
- ❖ Move the insertion point within a document.
- ❖ Scroll within a document.
- ❖ Select text in a document.
- ❖ Use the Undo and Redo buttons.
- ❖ Use the Help feature.

Content -- Students will be expected to read the Chapter material and complete the practice exercises in the Chapter. At the end of the Chapter, the student will be required to do and print the Applying Your Skills Assessments. Once the student completes a Chapter, he/she should turn in the work to the instructor for grading. He/she should complete a Chapter and turn the required work in for grading before advancing to the next Chapter.

Learning Activities/Assignments --

Chapter	Pages	Applying Your Skills Assessments
Chapter 1	3-28	1-5

Assessment (e.g., paper/pencil, skills) - All practice exercises in each Chapter should be completed before doing the Applying Your Skills Assessments. Practice exercises should be saved in case they're needed in other exercises. Any work that requires research on the Internet must be typed. The students will receive a numeric grade on all assessment exercises, with the grades averaged to determine their Chapter grade. Students should turn in all required assignments for a Chapter before going on to the next Chapter.

Chapter 2

Performance Objectives --

- ❖ Change fonts and font effects.
- ❖ Format selected text with buttons on the Mini toolbar.
- ❖ Apply styles from Quick Styles sets.
- ❖ Apply and customize Themes.

Content -- Students will be expected to read the Chapter material and complete the practice exercises in the Chapter. At the end of the Chapter, the student will be required to do and print the Applying Your Skills Assessments. Once the student completes a Chapter, he/she should turn in the work to the instructor for grading. He/she should complete a Chapter and turn the required work in for grading before advancing to the next Chapter.

Learning Activities/Assignments --

Chapter	Pages	Applying Your Skills Assessments
Chapter 2	29-54	1-4

Assessment (e.g., paper/pencil, skills) - All practice exercises in each Chapter should be completed before doing the Applying Your Skills Assessments. Practice exercises should be saved in case they're needed in other exercises. Any work that requires research on the Internet must be typed. The students will receive a numeric grade on all assessment exercises, with the grades averaged to determine their Chapter grade. Students should turn in all required assignments for a Chapter before going on to the next Chapter.

Chapter 3

Performance Objectives --

- ❖ Change the alignment of text in paragraphs.
- ❖ Indent text in paragraphs.
- ❖ Increase and decrease spacing before and after paragraphs.
- ❖ Repeat the last action.
- ❖ Automate formatting with Format Painter.
- ❖ Change line numbering.
- ❖ Apply numbering and bullet formatting to text.
- ❖ Reveal and compare formatting.

Content -- Students will be expected to read the Chapter material and complete the practice exercises in the Chapter. At the end of the Chapter, the student will be required to do and print the Applying Your Skills Assessments. Once the student completes a Chapter, he/she should turn in the work to the instructor for grading. He/she should complete a Chapter and turn the required work in for grading before advancing to the next Chapter.

Learning Activities/Assignments --

Chapter	Pages	Applying Your Skills Assessments
Chapter 3	55-80	1-4

Assessment (e.g., paper/pencil, skills) - All practice exercises in each Chapter should be completed before doing the Applying Your Skills Assessments. Practice exercises should be saved in case they're needed in other exercises. Any work that requires research on the Internet must be typed. The students will receive a numeric grade on all assessment exercises, with the grades averaged to determine their Chapter grade. Students should turn in all required assignments for a Chapter before going on to the next Chapter.

Chapter 4

Performance Objectives --

- ❖ Insert paragraph borders and shading.
- ❖ Apply custom borders and shading.
- ❖ Sort paragraph text.
- ❖ Set, clear, and move tabs on the Ruler and at the Tabs dialog box.
- ❖ Cut, copy, and paste text in a document.
- ❖ Copy and paste text between documents.

Content -- Students will be expected to read the Chapter material and complete the practice exercises in the Chapter. At the end of the Chapter, the student will be required to do and print the Applying Your Skills Assessments. Once the student completes a Chapter, he/she should turn in the work to the instructor for grading. He/she should complete a Chapter and turn the required work in for grading before advancing to the next Chapter.

Learning Activities/Assignments --

Chapter	Pages	Applying Your Skills Assessments
Chapter 4	81-109	1-4

Assessment (e.g., paper/pencil, skills) - All practice exercises in each Chapter should be completed before doing the Applying Your Skills Assessments. Practice exercises should be saved in case they're needed in other exercises. Any work that requires research on the Internet must be typed. The students will receive a numeric grade on all assessment exercises, with the grades averaged to determine their Chapter grade. Students should turn in all required assignments for a Chapter before going on to the next Chapter.

Chapter 5

Performance Objectives --

- ❖ Complete a spelling and grammar check on text in a document.
- ❖ Create a custom dictionary and change the default dictionary.
- ❖ Display synonyms and antonyms for specific words using the Thesaurus.
- ❖ Display document word, paragraph, and character counts.
- ❖ Use the translation feature to translate words from English to other languages.
- ❖ Search for and request specific information from online sources.

Content -- Students will be expected to read the Chapter material and complete the practice exercises in the Chapter. At the end of the Chapter, the student will be required to do and print the Applying Your Skills Assessments. Once the student completes a Chapter, he/she should turn in the work to the instructor for grading. He/she should complete a Chapter and turn the required work in for grading before advancing to the next Chapter.

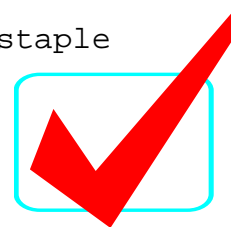
Learning Activities/Assignments --

Chapter	Pages	Applying Your Skills Assessments
Chapter 5	111-136	1-4

Assessment (e.g., paper/pencil, skills) - All practice exercises in each Chapter should be completed before doing the Applying Your Skills Assessments. Practice exercises should be saved in case they're needed in other exercises. Any work that requires research on the Internet must be typed. The students will receive a numeric grade on all assessment exercises, with the grades averaged to determine their Chapter grade. Students should turn in all required assignments for a Chapter before going on to the next Chapter.

How to Turn in Chapters

1. Name in upper right corner; include Chapter number and exercise number.
2. Do not combine exercises/documents on the same page. **Start each exercise/document on a separate page.**
3. Staple Chapters in upper left corner. Do not staple different Chapters together.
4. **BE A GOOD PROOFREADER! When you feel your work is perfect, CHECK IT ONE MORE TIME.**



Evaluation of Module

Once a student completes the Chapter Applying Your Skills exercises, they will be required to do the Unit Performance Assessments listed below.

Unit	Pages	Assessing Proficiencies	Creating Original Documents
Unit 1	137 - 143	1-8	9-11

The grade for Module 1 will be determined by the following guidelines:

Module 1 Title	Chapters Covered	Due Date	Percentage of Module Grade
Basic Formatting Skills	1 - 5	June 9, 2011	Applying Your Skills-40%
			Assessing Proficiencies-30%
Research Paper		July 14, 2011	Creating Original Documents-30%

The following scale will determine course grade:

Module Title	Percentage of Course Grade
Module 1: Basic Formatting Skills	20%
Module 2: Advance Formatting Skills	30%
Module 3: Creating Tables & Charts	30%
Research Paper of Your Career Choice	20%

Final grade for the course will be determined by the following grading scale:

93-100	A
85-92	B
77-84	C
70-76	D
69 or below	F