

# NORTHEASTERN TECHNICAL COLLEGE

## Business Division

### Administrative Office Technology Department



#### AOT 210 - Document Production

- Module 1: Developing Business Documents with Word
- Module 2: Designing Presentations with PowerPoint
- Module 3: Creating Spreadsheets with Excel
- Module 4: Integrating Word, PowerPoint and Excel
- Module 5: Creating Publications with Publisher
- Module 6: Designing Databases with Access
- Module 7: Information Management with Outlook
- Module 8: Integrating All Microsoft Office Applications

**Business Division  
Administrative Office Technology  
Department**

**Prepared by: Chris Smith**



**AOT 210 - Document Production**

**Module 1: Developing Business Documents with Word**

## Table of Contents

Description of Course.....	4
Purpose of Course.....	4
Description of Module 1.....	4
Introduction.....	5
Getting Started.....	5
Attendance Policies.....	5-6
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.....	7
Module Competencies (expected performance outcomes, level of proficiency).....	8
Lessons/Projects.....	9-23
Performance Objectives.....	9-23
Content.....	9-23
Learning Activities/Assignments.....	9-23
Assessment Requirements (e.g., paper/pencil, skills)....	9-23
How to Turn in Lessons.....	24
Evaluation of Module.....	24

## **Description of Course**

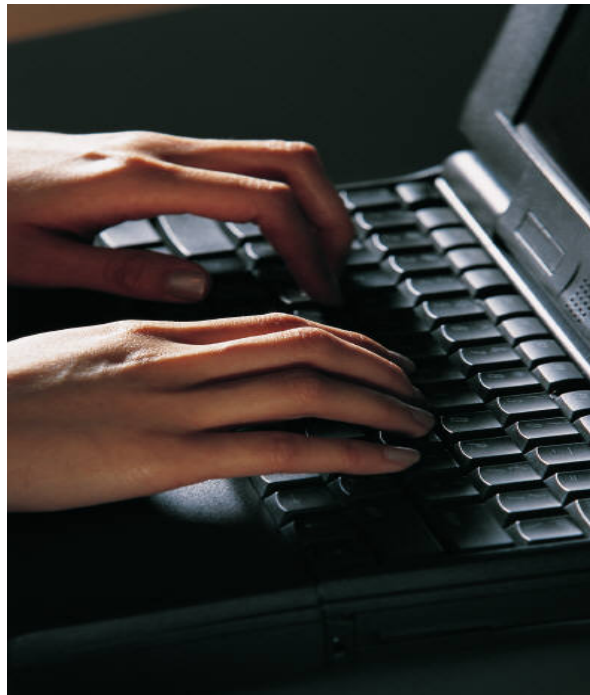
AOT 210 emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production.

### **Purpose of Course**

To learn advanced skills, advanced speed on timed writings, and to develop greater accuracy. To advance students to the point of being able to make decisions in placement of margins and tabulations without textbook or instructor assistance. Emphasis is placed on proofreading all material and reaching a minimum goal of 50 wpm for five-minutes within a five-error limit by the end of the semester.

### **Description of Module 1**

In Module 1 students will complete various documents and projects using Microsoft Word 2007 software. The documents projects will involve extensive use of word processing software and integration with various other software applications. The projects will simulate realistic business settings.



## **Introduction**

Students will be completing various documents and projects dealing with a variety of office applications including word processing, spreadsheet, database, and presentation software. They will also deal with Web Page creation, graphics, email, and Internet research and activities.

In addition to textbook assignments, students will have to complete practice timed writings each week. They will be required to pass five timed writings by the end of the semester. Timed writings will be done after completing all the documents and/or projects required for a particular module.

## **Getting Started**

In Module 1 the student will complete various documents and projects using Microsoft Word 2007. The documents and projects will involve extensive use of word processing software and integration with various other software applications.

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

<b>Module Title</b>	<b>Percentage of Course Grade</b>
<b>Module 1: Developing Business Documents with Word</b>	<b>20%</b>
<b>Module 2: Designing Presentations with PowerPoint</b>	<b>10%</b>
<b>Module 3: Creating Spreadsheets with Excel</b>	<b>10%</b>
<b>Module 4: Integrating Word, PowerPoint, and Excel</b>	<b>20%</b>
<b>Module 5: Designing Publications with Publisher</b>	<b>10%</b>
<b>Module 6: Designing Databases with Access</b>	<b>10%</b>
<b>Module 7: Information Management with Outlook</b>	<b>10%</b>
<b>Module 8: Integrating All Microsoft Office Applications</b>	<b>10%</b>

## **Attendance Policies**

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

### Attendance Policies continued

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 eight 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 before advancing to Module 2.**

Module 1 Title	Lessons Covered	Projects Covered	Due Date	Percentage of Module Grade
Developing Business Documents with Word	1 - 11	1 & 2	<u>Day</u> May 31, 2011	Documents - 60% Projects - 40%
			<u>Night</u> May 31, 2011	

### Method of Instruction

Students should complete all reading exercises in their textbook before beginning the assigned documents and/or projects. The reading can be completed outside of class. Once the student has completed the reading exercises, they are to complete the assigned documents and/or projects. All assigned documents and/or projects should be printed and turned in for grading. Each document will be given a numeric grade. All documents and projects will be averaged together to come up with the module grade.

### 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 Office 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.** Students will be allowed to work on test timed-writings no longer than one week.

## **Materials Required**

Students must purchase the following:

Integrated Computer Applications, Microsoft Office 2007, 5<sup>th</sup> Edition. Written by Susie H. VanHuss, Ph.D., Connie M. Forde, Ph.D., and Donna L. Woo, Ph.D. Published by South-Western, Cengage Learning, Copyright 2009.

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**

Completion of AOT 110 and AOT 267 with a grade of "C" or better.

## **Student Time Commitment**

Students will be required to meet class/lab 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 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 (documents and projects) with a grade of 77 (C or better).

**Module Competencies (expected performance outcomes, level of proficiency)**

1. Apply the complete suit of Microsoft Office 2007 products.
2. Perform general office functions.
3. Prepare a variety of business documents integrating multiple software applications.
4. Use critical-thinking skills to make effective decisions and solve business problems creatively.
5. Work independently.
6. Be creative as you determine ways to increase productivity by being both efficient and more effective.
7. Access the Internet and prepare documents.
8. Complete documents in a timely manner.
9. Be resourceful in obtaining, organizing, analyzing, evaluating, and managing information.
10. Enhance your communications and interpersonal skills.

**Lesson 1****Performance Objectives --**

- ❖ Be able to create business letters using block format.
- ❖ Review and learn Microsoft Word functions.
- ❖ Develop job knowledge and skills.

**Content** -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

**Projects/Assignments --**

Lesson	Pages	Documents
1	WD-1 - WD-4	1 & 2

**Assessment (e.g., paper/pencil, skills)** - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 60% of the module grade and project documents will count as 40% of the module grade. Students should do a practice timed writing before advancing to the next module.

**Lesson 2****Performance Objectives --**

- ❖ Be able to create memos.
- ❖ Use a memo template.
- ❖ Save Quick Parts.
- ❖ Develop job knowledge and skills.

**Content** -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

**Projects/Assignments --**

Lesson	Pages	Documents
2	WD-5 - WD-8	3 & 4

**Assessment (e.g., paper/pencil, skills)** - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 60% of the module grade and project documents will count as 40% of the module grade. Students should do a practice timed writing before advancing to the next module.

**Lesson 3****Performance Objectives --**

- ❖ Be able to create multiple-page letters.
- ❖ Be able to create multiple-page memos.
- ❖ Create second-page headers.
- ❖ Learn and apply Microsoft Word commands.

**Content** -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

**Projects/Assignments --**

Lesson	Pages	Documents
3	WD-9 - WD-12	5 & 6

**Assessment (e.g., paper/pencil, skills)** - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 60% of the module grade and project documents will count as 40% of the module grade. Students should do a practice timed writing before advancing to the next module.

**Lesson 4****Performance Objectives --**

- ❖ Be able to create and format tables.
- ❖ Use table tools for design and layout.
- ❖ Learn and apply Word commands.

**Content** -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

**Projects/Assignments --**

Lesson	Pages	Documents
4	WD-13 - WD-16	7, 8 & 9

**Assessment (e.g., paper/pencil, skills)** - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 60% of the module grade and project documents will count as 40% of the module grade. Students should do a practice timed writing before advancing to the next module.

**Lesson 5****Performance Objectives** --

- ❖ Format unbound reports.
- ❖ Apply document themes and styles.
- ❖ Work with comments and tracked changes.
- ❖ Learn and apply Microsoft Word commands.

**Content** -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

**Projects/Assignments** --

Lesson	Pages	Documents
5	WD-17 - WD-20	10 - 13

**Assessment (e.g., paper/pencil, skills)** - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turned in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 60% of the module grade and project documents will count as 40% of the module grade. Students should do a practice timed writing before advancing to the next module.

**Lesson 6****Performance Objectives --**

- ❖ Be able to format leftbound reports.
- ❖ Create cover pages.
- ❖ Learn and apply Microsoft Word commands.

**Content** -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

**Projects/Assignments --**

Lesson	Pages	Documents
6	WD-21 - WD-23	14 - 16

**Assessment (e.g., paper/pencil, skills)** - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will counts as 60% of the module grade and project documents will count as 40% of the module grade. Students should do a practice timed writing before advancing to the next module.

**Project 1****Performance Objectives** --

- ❖ Be able to create effective Word documents.
- ❖ Use a coordinated document theme for all documents.
- ❖ Apply Word commands.
- ❖ Work independently with few instructions.

**Content** -- Students will be expected to read the project material and complete all the assigned documents in the project. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire project and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

**Projects/Assignments** --

Project	Pages	Documents
1	WD-24 - WD-28	Jobs 1 - 6

**Assessment (e.g., paper/pencil, skills)** - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 60% of the module grade and project documents will count as 40% of the module grade. Students should do a practice timed writing before advancing to the next module.

**Lesson 7****Performance Objectives --**

- ❖ Be able to format documents with pictures, shapes, SmartArt, drop caps, clip art, and WordArt.
- ❖ Be able to format documents with equal-size columns.
- ❖ Learn and apply Microsoft Word commands.
- ❖ Develop job knowledge and skills

**Content** -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

**Projects/Assignments --**

Lesson	Pages	Documents
7	WD-29 - WD-33	17 - 20

**Assessment (e.g., paper/pencil, skills)** - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 60% of the module grade and project documents will count as 40% of the module grade. Students should do a practice timed writing before advancing to the next module.

**Lesson 8****Performance Objectives --**

- ❖ Be able to format reports with sections and a table of contents.
- ❖ Be able to update a table of contents.
- ❖ Be able to paste an Excel chart in a report.
- ❖ Learn and apply Microsoft Word commands.
- ❖ Develop job knowledge and skills.

**Content** -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

**Projects/Assignments --**

Lesson	Pages	Documents
8	WD-34 - WD-36	21 & 22

**Assessment (e.g., paper/pencil, skills)** - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 60% of the module grade and project documents will count as 40% of the module grade. Students should do a practice timed writing before advancing to the next module.

**Lesson 9****Performance Objectives --**

- ❖ Apply keying, formatting, and word processing skills.
- ❖ Review and learn Microsoft Word functions.
- ❖ Develop job knowledge and skills

**Content** -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

**Projects/Assignments --**

Lesson	Pages	Documents
9	WD-37 - WD-40	23 & 24

**Assessment (e.g., paper/pencil, skills)** - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire project and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 60% of the module grade and project documents will count as 40% of the module grade. Students should do a practice timed writing before advancing to the next module.

**Lesson 10****Performance Objectives --**

- ❖ Be able to create custom themes.
- ❖ Be able to apply customized document themes.
- ❖ Learn and apply Microsoft Word commands.
- ❖ Develop job knowledge and skills

**Content** -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

**Projects/Assignments --**

Lesson	Pages	Documents
10	WD-41 - WD-42	25 & 26

**Assessment (e.g., paper/pencil, skills)** - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 60% of the module grade and project documents will count as 40% of the module grade. Students should do a practice timed writing before advancing to the next module.

**Lesson 11****Performance Objectives --**

- ❖ Be able to merge form letters.
- ❖ Learn and apply Microsoft Word commands.

**Content** -- Students will be expected to read the lesson material and complete all the assigned documents in the lesson. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. All lesson documents and/or projects should be turned in for grading before advancing to the next module.

**Projects/Assignments --**

Lesson	Pages	Documents
11	WD-43 - WD-47	27 & 28

**Assessment (e.g., paper/pencil, skills)** - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire lesson and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 60% of the module grade and project documents will count as 40% of the module grade. Students should do a practice timed writing before advancing to the next module.

## Project 2

### Performance Objectives --

- ❖ Be able to create effective Word documents.
- ❖ Be able to use a coordinated document theme for all documents.
- ❖ Be able to work independently and with few instructions.

**Content** -- Students will be expected to read the project material and complete all the assigned documents in the project. Once the student completes the documents, he/she should print them for grading. Students should hold all documents until all of them have been completed for the entire project and then turn them in for grading. All lessons and/or projects should be turned in for grading before advancing to the next module.

### Projects/Assignments --

Project	Pages	Documents
2	WD-48 - WD-52	Jobs 1 - 6

**Assessment (e.g., paper/pencil, skills)** - Each document should be completed in order. Once it has been completed, it should be printed for grading. Students should hold all documents until all of them have been completed for the entire project and then turn them in for grading. Exercises that require research on the Internet must be typed. The students will receive a numeric grade on each document and/or project. Two points will be deducted for each error found in documents. Lesson documents will count as 60% of the module grade and project documents will count as 40% of the module grade. Students should do a practice timed writing before advancing to the next module.

### How to Turn in Lessons

1. Name in upper right corner; include project number and exercise number.
2. Do not combine lessons/documents on the same page. **Start each lesson/document on a separate page.**
3. Staple lessons/projects in upper left corner. Do not staple different lessons/projects 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 lessons and projects assigned for this module, they need to practice on a timed writing.

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

Module 1 Title	Lessons Covered	Projects Covered	Due Date	Percentage of Module Grade
Developing Business Documents with Word	1 - 11	1 - 2	<u>Day</u> May 31, 2011 <u>Night</u> May 31, 2011	Lessons-60% Projects-40%

The following scale will determine course grade:

Module Title	Percentage of Course Grade
Module 1: Developing Business Documents with Word	20%
Module 2: Designing Presentations with PowerPoint	10%
Module 3: Creating Spreadsheets with Excel	10%
Module 4: Integrating Word, PowerPoint, and Excel	20%
Module 5: Publishing with Publisher	10%
Module 6: Designing Databases with Access	10%
Module 7: Information Management with Outlook	10%
Module 8: Integrating All Microsoft Office Applications	10%

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