

# 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 7: Information Management with Outlook**

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### **Description of Course**

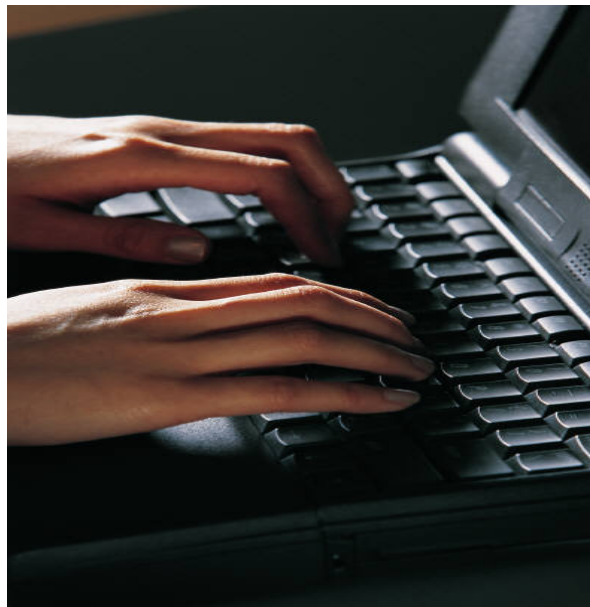
AOT 210 emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production.

### **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 7**

In Module 7 the student will learn to use Microsoft Outlook software to enhance productivity by storing and tracking important information. Microsoft Outlook stores, tracks, and integrates business and personal information. By being a Microsoft Office product, Outlook integrates with Word, Excel, and Access applications.



## 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 7 the student will learn to use Microsoft Outlook software to enhance productivity by storing and tracking important information. Microsoft Outlook stores, tracks, and integrates business and personal information. By being a Microsoft Office product, Outlook integrates with Word, Excel, and Access applications.

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

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: Creating Publications using Publisher	10%
Module 6: Designing Databases with Access	10%
Module 7: Information Management with Outlook	10%
Module 8: Integrating All Microsoft Office Applications	10%

## 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

### Attendance Policies continued

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 eight modules**, the student will earn three semester hours of credit. Students must earn a minimum of 77 on Module 6 before advancing on to Module 7.

**Students must complete the requirements for Module 7 before advancing to Module 8.**

Module 5 Title	Projects Covered	Lessons Covered	Due Date	Percentage of Module Grade
Information Management with Outlook	Project 10	1 - 5	<u>Day</u> July 19, 2011 <u>Night</u> July 19, 2011	Lessons-60% Project-40%

### Method of Instruction

Students should complete all reading exercises in their textbook before beginning the assigned project. The reading can be completed outside of class. Once the student has completed the reading exercises, they are to complete the assigned project. 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 textbook:

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 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 (lessons and project) with a grade of 77 (C or better).

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

1. Be able to use the Navigation Pane.
2. Be able to work with e-mail messages.
3. Be able to create a signature.
4. Be able to use stationery and Office 2007 themes.
5. Be able to create and edit contacts.
6. Be able to add contacts from the same company.
7. Be able to assign categories to contacts and change Contacts views.
8. Be able to schedule and change appointments.
9. Be able to change Calendar views.
10. Be able to schedule an event.
11. Be able to set reminders.
12. Be able to create and update tasks.
13. Be able to change tasks views.
14. Be able to view to-do list, to-do bar, and daily tasks list.
15. Be able to create and edit notes.
16. Be able to assign characters to notes using Notes menu.
17. Be able to change Notes view.
18. Be able to use Outlook components.
19. Be able to use a coordinated document theme for all documents.
20. Be able to work independently with very limited supervision.

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

- ❖ Be able to use the Navigation Pane.
- ❖ Be able to work with e-mail messages.
- ❖ Be able to create a signature.
- ❖ Be able to use stationery and Office 2007 themes.
- ❖ Be able to work independently and with few instructions.

**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	Jobs
1	OL-2 - OL-9	1 - 3

**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 and edit contacts.
- ❖ Be able to add contacts from the same company.
- ❖ Be able to assign categories to contacts and change Contacts views.
- ❖ Be able to work independently and with few instructions.

**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	Jobs
2	OL-10 - OL-14	4 & 5

**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 schedule and change appointments.
- ❖ Be able to change Calendar views.
- ❖ Be able to schedule an event.
- ❖ Be able to set reminders.
- ❖ Be able to work independently and with few instructions.

**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	Jobs
3	OL-15 - OL-20	6 & 7

**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 update tasks.
- ❖ Be able to change tasks views.
- ❖ Be able to view to-do list, to-do bar, and daily tasks list.

**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	Jobs
4	OL-21 - OL-24	8

**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 --**

- ❖ Be able to create and edit notes.
- ❖ Be able to assign characters to notes using Notes menu.
- ❖ Be able to change Notes view.

**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	Jobs
5	OL-25 - OL-28	9 & 10

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

- ❖ Be able to use Outlook components.
- ❖ Be able to use a coordinated document theme for all documents.
- ❖ Be able to work independently with very limited supervision.

**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	Jobs
10	OL-29 - OL-33	1 - 7

**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.

### 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

The grade for Module 7 will be determined by the following guidelines:

Module 7 Title	Projects Covered	Lessons Covered	Due Date	Percentage of Module Grade
Information Management with Outlook	Project 10	1 - 5	<u>Day</u> July 19, 2011 <u>Night</u> July 19, 2011	Lessons-60% Project-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: Creating Publications 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