

# NORTHEASTERN TECHNICAL COLLEGE

Business Division

Administrative Office Technology  
Department



AOT 250 - Advanced Information Processing

Module 1: Managing Data

Module 2: Customizing Documents and Features

Module 3: Referencing Data

**Business Division  
Administrative Office Technology  
Department**

**Prepared by: Chris Smith**



**AOT 250–Advanced Information Processing**

**Module 3: Referencing Data**

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## Description of Course

AOT 250 emphasizes applications and features of information processing software.

## Description of Module 3

In Module 3 students will learn to work with endnotes, footnotes, and references. They will learn to create indexes, specialized tables, forms, and create forms with legacy tools. In addition to the textbook assignments, students will have to complete a Portfolio as part of the course requirements. In addition to the textbook assignments, students will have to complete a Portfolio as part of the course requirements.



## Introduction

### Getting Started

In Module 3 students will learn to work with endnotes, footnotes, and references. They will learn to create indexes, specialized tables, forms, and create forms with legacy tools. In addition to the textbook assignments, students will have to complete a Portfolio as part of the course requirements.

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

Module Title	Percentage of Final Grade
Module 1: Managing Data	25%
Module 2: Customizing Documents and Features	25%
Module 3: Referencing Data	25%
Portfolio (15 documents)	25%

### 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 one night a week for four hours each 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 for a final grade to get credit for the course.

Module 3 Title	Chapters Covered	Due Date	Percentage of Module Grade
Referencing Data	Chapters 26-31	<u>Day</u> July 28, 2011 <u>Portfolio</u> July 14, 2011	Applying Your Skills–50% Assessing Proficiencies–20% Creating Original Documents–30%

### Method of Instruction

Students should complete the reading and practice exercises for each lesson. These exercises should not be printed. Once the student completes the lesson exercises, he/she should do the Applying Your Skills Exercises. 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 exercises, print them, and turn them in to the instructor for grading.

Two points will be deducted for each error found on required assignments. 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 exercises.

### Portfolio Requirements

Students will be required to turn in a Portfolio consisting of 15 business documents by the end of the semester. The instructor will give the students a list of the documents required to be in the portfolio. All documents should be free of errors. This portfolio will count as 25% of the final grade for the semester. **If the portfolio is not turned in by the due date, the final grade will be dropped by five points for each day it's late. The portfolio will be graded by the rubric provided by the instructor.**

### 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.

2" hardback binder and cover pages for Portfolio documents

USB 2.0 Flash Drive for saving assignments/files

**Resources**

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

Dictionary  
Word Division Handbook  
Secretarial Handbook

**Prerequisite Skills**

Completion of OST 165 with a grade of "C" or better.

**Student Time Commitment**

Students will be required to meet class for four 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 with switchboard operator)  
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 (Lesson Applications, On Your Own exercises, Unit Applications) 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. Create footnotes.
2. Create endnotes.
3. Insert and modify sources and citations.
4. Insert, modify, and format bibliographies.
5. Create an index.
6. Mark entries for an index.
7. Insert an index.
8. Mark text for an index entry that spans a range of pages.
9. Mark an index entry as a cross-reference.
10. Create a concordance file.
11. Update and delete an index.
12. Create, insert, and update a table of contents.
13. Create, insert, and update a table of figures.
14. Create, insert, and update a table of authorities.
15. Insert content controls.
16. Design a form.
17. Create a form template.
18. Insert text, picture, and date drop-down content controls.
19. Insert instructional text.
20. Customize content controls.
21. Protect, print, edit, and customize a template form.
22. Fill in a form.
23. Insert a text form field.
24. Insert a check box form field.
25. Fill in a form.
26. Print a form and print only the data in the form.
27. Customize form field options.
28. Create a drop-down form field.
29. Customize a check box form field.
30. Customize a text form field.
31. Display a document in Outline view.
32. Assign levels in an outline.
33. Collapse and expand outline headings.
34. Create a master document and subdocuments.
35. Expand, collapse, open, close, rearrange, split, and delete subdocuments.
36. Record, run, pause, and delete macros.
37. Assign a macro to a keyboard command.
38. Assign a macro to the Quick Access toolbar.
39. Record and run a macro with fill-in fields.

**Lesson 26****Performance Objectives --**

- ❖ Create footnotes.
- ❖ Create endnotes.
- ❖ Insert and modify sources and citations.
- ❖ Insert, modify, and format bibliographies.

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

**Learning Activities/Assignments --**

Lesson	Pages	Applying Your Skills
Lesson 26	667-688	1 - 2

**Assessment (e.g., paper/pencil, skills)** - All practice exercises in each lesson should be completed before doing the Applying Your Skills Exercises. 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 applying your skills exercises, with the grades averaged to determine their lesson grade. Students should turn in all required assignments for a lesson before going on to the next lesson.

**Lesson 27****Performance Objectives --**

- ❖ Create an index.
- ❖ Mark entries for an index.
- ❖ Insert an index.
- ❖ Mark text for an index entry that spans a range of pages.
- ❖ Mark an index entry as a cross-reference.
- ❖ Create a concordance file.
- ❖ Update and delete an index.

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

**Learning Activities/Assignments --**

Lesson	Pages	Applying Your Skills
Lesson 27	689-707	1 - 2

**Assessment (e.g., paper/pencil, skills)** - All practice exercises in each lesson should be completed before doing the Applying Your Skills Exercises. 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 applying your skills exercises, with the grades averaged to determine their lesson grade. Students should turn in all required assignments for a lesson before going on to the next lesson.

**Lesson 28****Performance Objectives --**

- ❖ Create, insert, and update a table of contents.
- ❖ Create, insert, and update a table of figures.
- ❖ Create, insert, and update a table of authorities.

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

**Learning Activities/Assignments --**

Lesson	Pages	Applying Your Skills
Lesson 28	709-732	1 - 3

**Assessment (e.g., paper/pencil, skills)** - All practice exercises in each lesson should be completed before doing the Applying Your Skills Exercises. 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 applying your skills exercises, with the grades averaged to determine their lesson grade. Students should turn in all required assignments for a lesson before going on to the next lesson.

**Lesson 29****Performance Objectives --**

- ❖ Insert content controls.
- ❖ Design a form.
- ❖ Create a form template.
- ❖ Insert text, picture, and date drop-down content controls.
- ❖ Insert instructional text.
- ❖ Customize content controls.
- ❖ Protect, print, edit, and customize a template form.
- ❖ Fill in a form.

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

**Learning Activities/Assignments --**

Lesson	Pages	Applying Your Skills
Lesson 29	733-758	1 - 3

**Assessment (e.g., paper/pencil, skills)** - All practice exercises in each lesson should be completed before doing the Applying Your Skills Exercises. 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 applying your skills exercises, with the grades averaged to determine their lesson grade. Students should turn in all required assignments for a lesson before going on to the next lesson.

**Lesson 30****Performance Objectives --**

- ❖ Insert a text form field.
- ❖ Insert a check box form field.
- ❖ Fill in a form.
- ❖ Print a form and print only the data in the form.
- ❖ Customize form field options.
- ❖ Create a drop-down form field.
- ❖ Customize a check box form field.
- ❖ Customize a text form field.

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

**Learning Activities/Assignments --**

Lesson	Pages	Applying Your Skills
Lesson 30	759-778	1 - 3

**Assessment (e.g., paper/pencil, skills)** - All practice exercises in each lesson should be completed before doing the Applying Your Skills Exercises. 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 applying your skills exercises, with the grades averaged to determine their lesson grade. Students should turn in all required assignments for a lesson before going on to the next lesson.

**Lesson 31****Performance Objectives --**

- ❖ Display a document in Outline view.
- ❖ Assign levels in an outline.
- ❖ Collapse and expand outline headings.
- ❖ Create a master document and subdocuments.
- ❖ Expand, collapse, open, close, rearrange, split, and delete subdocuments.
- ❖ Record, run, pause, and delete macros.
- ❖ Assign a macro to a keyboard command.
- ❖ Assign a macro to the Quick Access toolbar.
- ❖ Record and run a macro with fill-in fields.

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

**Learning Activities/Assignments --**

Lesson	Pages	Applying Your Skills
Lesson 31	779-814	1 - 6

**Assessment (e.g., paper/pencil, skills)** - All practice exercises in each lesson should be completed before doing the Applying Your Skills Exercises. 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 applying your skills exercises, with the grades averaged to determine their lesson grade. Students should turn in all required assignments for a lesson before going on to the next lesson.

### How to Turn in Lessons

1. Name in upper right corner; include lesson number and exercise number.
2. Do not combine exercises/documents on the same page. **Start each exercise/document on a separate page.**
3. Staple lessons in upper left corner. Do not staple different lessons 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 Lesson Applications and On Your Own exercises, they will be required to do the Unit Applications listed below.

Unit	Pages	Assessing Proficiencies	Creating Original Documents
Unit 6	815 - 822	1 - 6	7 - 8

The grade for Module 3 will be determined by the following guidelines:

Module 3 Title	Chapters Covered	Due Date	Percentage of Module Grade
Referencing Data	26-31	<u>Day</u> July 28, 2011 <u>Portfolio</u> July 14, 2011	Applying Your Skills-50% Assessing Proficiencies-20% Creating Original Documents-30%

The following scale will determine course grade:

Module Title	Percentage of Course Grade
Module 1: Managing Data	25%
Module 2: Customizing Documents and Features	25%
Module 3: Referencing Data	25%
Portfolio (15 documents)	25%

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