



AOT 110 – Document Formatting

Information Systems Technology Department

Semester:

Catalog Course Description:	This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.
Prerequisite(s):	AOT 105 or Keyboarding Placement test speed of 25 nwpm
Credit Hours:	3.0
Departmental Website:	http://www.midlandstech.edu/edu/ed/ISM/CPT/
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Program Coordinator:	Marian R. Nurse nursem@midlandstech.edu
Textbook(s):	<i>Gregg College Keyboarding & Document Processing</i> , 10th ed., by: Ober. Glencoe/McGraw Hill Publishers. ISBN#: 0077212568.
Additional Course Requirements:	Instructor suggested storage device
Equipment:	Software and System Requirements: <ul style="list-style-type: none">• Microsoft Word 2007• GDP software (included with textbook)• Adobe Reader (if you do not have an Adobe Reader, click here to download the latest version.• Windows XP or Windows Vista Operating System (see course homepage for additional system and software requirements)
Course Objectives:	Upon completion of this course the student will be able to:
	<ol style="list-style-type: none">1. Operate the keyboard by touch.2. Demonstrate proper keyboarding techniques.3. Develop proofreading skills and correctly use proofreaders' marks.4. Use word processing commands necessary to complete document processing activities.5. Format business and academic reports from arranged and unarranged copy.6. Format business letters, personal letters, and memos from arranged and unarranged copy.

7. Format envelopes and labels.
8. Format open, boxed and ruled tables from rough draft material.
9. Format employment documents to include traditional and electronic resumes, letters of application, and follow-up letters.
10. Key three 3-minute timed writings at a speed of 30 net words per minute (nwpm) with three or fewer errors.

Course Outcomes and Competencies:

Intended Course Outcome 1:

Students will produce error-free copies of typical business documents.

Course Competency:

Students will correctly format business reports from unarranged copy using word processing software.

Performance Measurement Instrument:

Student in AOT 110 will be given a project requiring them to correctly format a business report. An assessment rubric developed by AOT faculty will be used to evaluate students' performance.

Intended Course Outcome 2:

Students will demonstrate proficiency in keyboarding skills.

Course Competency:

Students will demonstrate typing speed of 30 new words per minute (nwpm) with five or fewer errors on three *3-minute* timed-writings.

Performance Measurement Instrument:

AOT 110 students will complete three *3-minute* timed writings using GDP software as part of the course learning objectives.

Course Attendance:

Students are expected to attend all class sessions and are responsible for class work, homework, lecture notes, reading assignments, etc., regardless if you are present or not. Record keeping for attendance purposes will begin the first day the class meets.

Students may not miss more than twice the number of days the class meets per week. After exceeding this limit, the instructor may take extenuating circumstances (e.g. withdrawing student from course).

There is no such thing as an [EXCUSED ABSENCE](#). On certain occasions, circumstances may arise such as illness, personal issues, or transportation problems that prevent you from attending class. In such cases, the maximum number of absences (regardless of the reason) is still twice the number of meeting times per week. If a student must be absent, it is the student's responsibility to notify the instructor as quickly as possible of the absence and complete missed assignments as a result of the absence at the instructor's discretion. You are responsible for all material and announcements presented, whether you are present or absent.

Withdrawal: Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

Course Requirements: To be announced by instructor.

Course Grading: To be announced by instructor

Timed-Writing Speed Scale (3-minute timed writings)

A	50+ nwpm
B	40-49 nwpm
C	30-39 nwpm

Grading Scale:

94-100	A	Superior Work
87-93	B	Good Work
78-86	C	Average Work
0-77	F	Unsatisfactory Work

Note: Students must earn a grade of “C” or better in all the courses offered within the Information Systems Technology Department for the grade to be counted toward graduation.

Course Topic Outline/Course Calendar with Assignments: Will be provided by instructor.

PLEASE NOTE: Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced in class before it becomes effective.



College Policies

Students are expected to read the student handbook and abide by its policies. Copies of the handbook may be obtained at various locations on campus and is located on the web:

<http://www.midlandstech.edu/planner/>

Academic Dishonesty: The Student Code addresses what constitutes academic dishonesty. All forms of dishonesty including, but not limited to, cheating on tests, plagiarism, collusion and falsification, will call for discipline.

CHEATING ON TESTS includes:

- Copying from another student's paper.
- Using materials during a test not authorized by the person giving the test.
- Collaborating with any other person during a test without permission.
- Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of any un-administered test.
- Bribing any other person to obtain information about tests.
- Substituting for another student, or permitting another student to substitute for oneself.

PLAGIARISM is the appropriation of any other person's work and unacknowledged incorporation of that work in one's own work offered for credit.

Campus Emergency Protocol: Students and employees are asked to report safety concerns or suspicious activities to Campus Security at 7199 (on campus) or 738-7199 (cell phone or off campus). In the event of an emergency, employees and/or students should immediately call Campus Security or local 911. If an emergency occurs, the college will use a variety of methods to communicate additional information and instructions including the MTC Information Centers, campus loud speakers, MTC Alerts! (http://www.midlandstech.edu/Phone_Alert.htm), voice mail, email, college Intranet, and the MTC website homepage.

Inclement Weather Policy: In the event weather conditions or other emergencies cause the closing or a delayed start of Midlands Technical College, announcements will be made over local radio and TV stations, on the MTC Web site, and on the college's information line (803-738-8234). Notices will be sent to students via Campus Cruiser Mail when applicable. Separate announcements may be made for day and evening classes as weather conditions change during the day.

If the college closing or reopening means that there is at least 30 minutes of a class remaining, plan to attend that class. For example, if the college opens at 10:00 a.m. in TTH, classes that normally meet at 8:00 a.m. will not meet, but classes beginning at 9:30 a.m. will meet. If the college closes at 8:00 p.m., 6:00 p.m. classes will meet for their regular time, but 7:35 p.m. classes will not meet since there are fewer than 30 minutes remaining in class.

Student E-Mail Accounts: All MTC students are assigned a college e-mail account upon admission to the college. This account is called "Campus Cruiser Mail." Campus Cruiser Mail is the primary mode by which the college communicates with students. Students are responsible for checking their college e-mail on a regular basis for important information and announcements about registration, financial aid, cancelled classes, emergency announcements and other notices. Students can use their college e-mail accounts to communicate with faculty, staff, fellow students, and others, in support of their educational pursuits. In addition to e-mail, students will also have access to maintaining personal calendars and "tasks lists" through their Campus Cruiser e-mail account.

Student Evaluation of Instruction: Students have the opportunity to evaluate this course. The confidential evaluation process is conducted through MTC Online using the individual student's username and password. Announcements will be made during the term concerning how and when to complete the online evaluation. Students are encouraged to participate in this process.

Students Requiring Special Accommodations: If special accommodations are needed for a student with a disability, the student should go to Counseling Services on Beltline or Airport Campus for assistance. Documentation regarding a

specific disability is required in order for special arrangements to be made. Confidentiality of information received will be maintained.