



AOT 210 –Document Production

Information Systems Technology Department

Semester:

Catalog Course Description: This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production.

Prerequisite(s): AOT 110

Credit Hours: 3.0

Departmental Website: <http://www.midlandstech.edu/edu/ed/ISM/CPT/>

Telephone: (803) 738-7776

E-mail: ist@midlandstech.edu

Departmental Assistant: Kristine Newton
newtonk@midlandstech.edu

Department Chair: Bruce Martin
martinb@midlandstech.edu

Program Coordinator: Marian R. Nurse
nursem@midlandstech.edu

Textbook(s): *Gregg College Keyboarding & Document Processing*, 10th ed., by: Ober. Glencoe/McGraw Hill Publishers. ISBN#: 007721255X.

Additional Course Requirements: Instructor suggested storage device

Equipment:

Software and System Requirements:

- 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:

1. Format itineraries, agendas, minutes, and procedures manuals.
2. Format multipage letters with special features such as subject and attention lines, postscripts, tables, etc. from handwritten and rough draft copy.
3. Format multipage memos with tables and memo reports from rough draft copy.
4. Format multipage tables with footnotes or source notes and braced column headings, using predesigned table formats.
5. Format formal reports to include title pages, table of contents, bibliographies, etc.
6. Format office reports and correspondence using templates.

7. Design office forms to include letterheads, notepads, directories, forms, etc.
8. Design office publications to include cover pages, announcements, flyers, newsletters, etc.
9. Design web pages with hyperlinks.
10. Set priorities, arrange materials, and complete in-basket exercises in an acceptable format.
11. Type three 5-minute timings at 45 net words per minute with no more than five errors.

Course Outcomes and Competencies:

Intended Course Outcome 1:

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

Course Competency:

Students will format multipage business and academic reports with footnotes from arranged and unarranged copy using word processing software.

Performance Measurement Instrument:

A final exam on formatting academic/business reports developed by Administrative Office Technology faculty will be administered each semester.

Intended Course Outcome 2:

Students will demonstrate proficiency in keyboarding skills.

Course Competency:

Students will demonstrate typing speed of 45 new words per minute (nwpm) with five or fewer errors on three *5-minute* timed-writings.

Performance Measurement Instrument:

AOT 210 students will complete three *5-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 (5-minute timed writings)

A	65+ nwpm
B	55-64 nwpm
C	45-54 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.