COURSE: AOT 210  
EFFECTIVE DATE: August 2014  
NEXT REVIEW DATE: August 2015

TITLE: Document Production  
CREDITS: 3  
CONTACTS: CLASS - LAB - TOTAL  
3 2 3

PREREQUISITES: AOT 110 and AOT 267 with a grade of “C” or better.

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

PURPOSE: 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. Students will also be required to complete an Integrated Project consisting of eight activities at the end of the semester.


MATERIALS (specifying those to be purchased by student): Students must purchase the following:
- Textbook
- USB Flash Drive for saving assignments/files
- A 3-ring binder and page protectors for their portfolio

COLLATERAL READING: NONE

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):
Academic Honesty: During a test, as well as on any written assignment, paper, or project, anyone caught exchanging information or copying someone else's work will be given a grade of "0" on that work and will face further disciplinary action. Please refer to the “Student Code Book” on "Academic Dishonesty".

Absences: Students are expected to be in class on time and ready to start working. Students are to remain working until the end of the class period. No student is to leave class early without the permission of the instructor.

Day students will be required to meet class for one hour and fifteen minutes two days each week for fifteen weeks. Night students will be required to meet class for two hours and forty-five minutes one night a week for fifteen weeks. Day students will be allowed to miss a maximum of six hours during the semester. Night students will be allowed to miss a maximum of three class meetings during the
semester. Once a student misses over the maximum number of absences allowed, he/she will be dropped from class rolls with a grade of "F".

There are no excused absences except those verified by other instructors for field trips or school-related assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted toward the maximum number of absences allowed.

**Tardies:**
A student is tardy if he/she arrives for class after the instructor has checked the class 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.

**Classroom Etiquette:**
An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflect on you and your fellow students. Please be considerate.

**Student ID:**
It is mandatory that every student wear his or her student ID at all times. The instructor will dismiss students without ID from class. The student may get his/her ID and return to class before the midpoint of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

**DISABILITIES STATEMENT:**
Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

**STUDENT TIME COMMITMENT:**
Students should be aware that they might need to spend extra time in the lab to complete the necessary assignments.

**RESOURCES (A-V, persons, tools/equipment):** The following items will be available for student use but must remain in the AOT lab at all times.

- Microcomputers
- Reference Manuals
- Dictionary

**NOTE:** These items must remain in the lab at all times.
Course Outline
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**COURSE TOPICAL OUTLINE:** (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

Chapter 1 Using Windows 8 and Managing Files
Chapter 2 Navigating and Searching the Web
Chapter 3 Exploring Microsoft Office 2013 Essentials
Chapter 4 Organizing and Managing Class Notes Using OneNote
Chapter 5 Communicating and Scheduling Using Outlook
Chapter 6 Creating, Editing, and Formatting Documents using Word
Chapter 7 Enhancing a Document with Special Features
Chapter 8 Creating, Editing, and Formatting Worksheets Using Excel
Chapter 9 Working with Functions, Charts, Tables, and Page Layout Options in Excel
Chapter 10 Creating, Editing, and Formatting a Presentation Using PowerPoint
Chapter 11 Enhancing a Presentation with Pictures, Sound, Video, And Animation Effects
Chapter 12 Using and Querying an Access Database
Chapter 13 Creating a Table, Form, and Report in Access
Chapter 14 Integrating Word, Excel, PowerPoint, and Access Components
Chapter 15 Using Windows Live SkyDrive and Other Cloud Computing Technologies

Integrated Project

On the back or as attachments, please include other helpful information, such as syllabus, handouts, evaluation instruments (test, demonstration, check sheets), bibliography for Instruction Division files.

See Class/Course Policies, handouts, and calendar of assignments.

**STUDENT LEARNING OUTCOMES:**
Students will learn to use the features of word processing, spreadsheet, database, and presentation software. They will be provided a working knowledge of Microsoft Word 2013, Excel 2013, Access 2013, PowerPoint 2013, OneNote, Outlook, and using the Internet. Students will learn to effectively use the applications together by copying and linking information among each application package. Students will also be required to research information on the Internet to complete some of their course assignments. In addition to the textbook assignments, students will have to complete an Integrated Project at the end of the semester.

**INSTRUCTIONAL METHODS TO COMPLETE LEARNING OUTCOMES:**
Students should incorporate their keyboarding skills into this course to complete the requirements for this course. The student will complete the assigned readings and the corresponding lesson assignments as listed on the course calendar. Students will complete and print the Projects at the end of the chapters for grading. Students will also do practice timed writings during the semester and
turn in four timed writings for a grade. Students will also complete an Integrated Project.

**EVALUATIVE METHODS TO APPRAISE LEARNING OUTCOMES:**
Projects will count as 50% of the final grade for the semester. The Integrated Project will count as 30% of the final grade for the semester. Timed writings will count as 20% of the final grade for the semester.

**GRADING:**
Two points will be taken off for each mistake found on any paper turned in to the instructor.

**INTEGRATED PROJECT:**
Students will be required to complete an Integrated Project at the end of the semester. The project will consist of 8 activities similar to the chapter projects in the textbook. Two points will be deducted for every error on each activity. The individual activity grades will be average together to get the overall grade for the project. This Integrated Project will count as 30% of the final grade for the semester.

**TECHNOLOGY REQUIREMENTS:**
All assignments can be done at home or at one of the NETC community campus sites. All exercises must be done using the appropriate software (Office 2013). All assignments must be turned in by the due date they’re assigned. Any assignment not completed and turned in by the due date will not be accepted.

**GRADING SCALE:** The following grading scale will determine final grade for the course:

- 93 - 100 = A
- 85 - 92 = B
- 77 - 84 = C
- 70 - 76 = D
- Below 70 = F