COURSE: AOT 250 | EFFECTIVE DATE: January 2013 | NEXT REVIEW DATE: January 2014

TITLE: Advanced Information Processing

CREDITS: 3 | CONTACTS: CLASS - LAB - TOTAL 3 0 3

PREREQUISITES: AOT 165 with a grade of “C” or better

DESCRIPTION: This course emphasizes complex applications of information processing software using advanced features and concepts.


MATERIALS (specifying those to be purchased by student): Students must purchase the following:
- Textbook
- 1” binder and cover pages for Portfolio documents
- USB Flash Drive for saving assignments/files

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".

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.

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 two days a week for one hour and fifteen minutes each week for fifteen weeks. Day students will be allowed to miss a maximum of six class meetings during the semester. Night students will meet class one night a week for two hours and forty-five minutes each week for fifteen weeks. Night students will be allowed to miss a maximum of three 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 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.

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)

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:
Dictionary
Word Division Handbook  
Secretarial Handbook  

**COURSE TOPICAL OUTLINE:** (List topics and sub-topics of course) and **Calendar** or approximate length of time devoted to topic.

Three modules and the required portfolio are used to teach this course. Students must complete each module in order and pass each module with a minimum of 77 (C or better) before going on to the next module.

**MODULE 1: MANAGING DATA**  
Students will learn how to use Microsoft 2010 advanced formatting tools. They will learn how to create and apply styles, how to create and use templates, and create mailing list and labels. They will also learn to create main documents, data sources, and learn how to merge documents.

**MODULE 2: CUSTOMIZING DOCUMENTS AND FEATURES**  
Students will learn to insert and customize quick parts, customize AutoCorrect and Word options, customize themes, format with styles, and protect and prepare documents. In addition to the textbook assignments, students will have to complete a Portfolio as part of the course requirements.

**MODULE 3: REFERENCING DATA**  
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.

**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 is late. The portfolio will be graded by the rubric provided by the instructor.

**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.

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 2010 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.

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

METHOD OF INSTRUCTION:
Students should complete the reading and practice exercises for each lesson. Practice exercises should not be printed but should be saved in case they are needed in other exercises. Any work that requires research on the Internet must be typed. 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.

MODULE 1: MANAGING DATA
Students will learn how to use Microsoft 2010 advanced formatting tools. They will learn how to create and apply styles, how to create and use templates, and create mailing list and labels. They will also learn to create main documents, data sources, and
learn how to merge documents.

LEARNING ACTIVITIES/ASSIGNMENTS LESSON 16

<table>
<thead>
<tr>
<th>LESSON</th>
<th>PAGES</th>
<th>APPLYING YOUR SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>531-582</td>
<td>16.1 - 16.5</td>
</tr>
</tbody>
</table>

PERFORMANCE OBJECTIVES FOR LESSON 16:
* Create and merge letters, envelopes, labels, and directories.
* Create custom fields for a merge.
* Edit main documents and data source files.
* Input text during a merge.
* Insert a Merge Record # field and an If... Then... Else... field in a main document.
* Use the Mail Merge wizard to merge documents.

LEARNING ACTIVITIES/ASSIGNMENTS LESSON 17

<table>
<thead>
<tr>
<th>LESSON</th>
<th>PAGES</th>
<th>APPLYING YOUR SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>583-606</td>
<td>17.1 - 17.4</td>
</tr>
</tbody>
</table>

PERFORMANCE OBJECTIVES FOR LESSON 17:
* Sort text in paragraphs, columns, and tables.
* Sort on more than one field.
* Sort records in a data source file.
* Select specific records in a data source file for merging.

LEARNING ACTIVITIES/ASSIGNMENTS LESSON 18

<table>
<thead>
<tr>
<th>LESSON</th>
<th>PAGES</th>
<th>APPLYING YOUR SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>607-635</td>
<td>18.1 - 18.2</td>
</tr>
</tbody>
</table>

PERFORMANCE OBJECTIVES FOR LESSON 18:
* Insert custom numbers and bullets.
* Define numbering formatting.
* Define custom bullets.
* Insert multilevel list numbering.
* Define multilevel list numbering.
* Insert special characters, hyphens, and nonbreaking spaces.
* Find and replace special characters.

LEARNING ACTIVITIES/ASSIGNMENTS LESSON 19

<table>
<thead>
<tr>
<th>LESSON</th>
<th>PAGES</th>
<th>APPLYING YOUR SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>637-668</td>
<td>19.1 - 19.3</td>
</tr>
</tbody>
</table>
PERFORMANCE OBJECTIVES FOR LESSON 19:
* Insert, format, and remove page numbers.
* Insert, format, edit, and remove headers and footers.
* Control widows and orphans and keep text together on a page.
* Print sections of a document.

LEARNING ACTIVITIES/ASSIGNMENTS LESSON 20

<table>
<thead>
<tr>
<th>LESSON</th>
<th>PAGES</th>
<th>APPLYING YOUR SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>669-702</td>
<td>20.1 - 20.3</td>
</tr>
</tbody>
</table>

PERFORMANCE OBJECTIVES FOR LESSON 20:
* Insert edit, and delete comments.
* Track changes to a document and customize tracking.
* Compare documents.
* Combine documents.

EVALUATION OF MODULE 1:
Once a student completes the Chapter Applying Your Skills exercises, they will be required to do the Unit Performance Assessments listed below.

<table>
<thead>
<tr>
<th>UNIT</th>
<th>PAGES</th>
<th>ASSESSING PROFICIENCIES</th>
<th>CREATING ORIGINAL DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>703-709</td>
<td>U4.1 - U4.11</td>
<td>U4.12</td>
</tr>
</tbody>
</table>

The grade for Module 1 will be determined by the following guidelines:
Applying Your Skills - 50%
Assessing Proficiencies - 20%
Creating Original Documents - 30%

MODULE 1 - STUDENT LEARNING OUTCOMES (expected performance outcomes, level of proficiency)

Once the student completes this module, he/she will be able to:
1. Create and merge letters, envelopes, labels, and directories.
2. Create custom fields for a merge.
3. Edit main documents and data source files.
4. Input text during a merge.
5. Demonstrate how to use the Mail Merge wizard to merge documents.
6. Sort text in paragraphs, columns, and tables.
7. Sort on more than one field.
9. Select specific records in a data source file for merging.
10. Insert custom numbers and bullets.
11. Define numbering formatting.
12. Define custom bullets.
13. Insert multilevel list numbering.
14. Define multilevel list numbering.
15. Insert special characters, hyphens, and nonbreaking spaces.
16. Find and replace special characters.
17. Insert, format, and remove page numbers.
18. Insert, format, edit, and remover headers and footers.
19. Describe how to control widows and orphans and keep text together on a page.
20. Print sections of a document.
21. Insert, edit, and delete comments.
22. Demonstrate how to track changes to a document and customize tracking.
23. Compare documents.

MODULE 2: CUSTOMIZING DOCUMENTS AND FEATURES

Students will learn to insert and customize quick parts, customize AutoCorrect and Word options, customize themes, format with styles, and protect and prepare documents. In addition to the textbook assignments, students will have to complete a Portfolio as part of the course requirements.

LEARNING ACTIVITIES/ASSIGNMENTS LESSON 21

<table>
<thead>
<tr>
<th>LESSON</th>
<th>PAGES</th>
<th>APPLYING YOUR SKILLS</th>
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</thead>
<tbody>
<tr>
<td>21</td>
<td>713-748</td>
<td>21.1 - 21.2</td>
</tr>
</tbody>
</table>

PERFORMANCE OBJECTIVES FOR LESSON 21:
* Sort and insert building blocks.
* Create, edit and modify building blocks.
* Delete building blocks.
* Insert fields from Quick Parts.
* Update fields.

LEARNING ACTIVITIES/ASSIGNMENTS LESSON 22

<table>
<thead>
<tr>
<th>LESSON</th>
<th>PAGES</th>
<th>APPLYING YOUR SKILLS</th>
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</thead>
<tbody>
<tr>
<td>22</td>
<td>749-786</td>
<td>22.1 - 22.3</td>
</tr>
</tbody>
</table>
PERFORMANCE OBJECTIVES FOR LESSON 22:
* Add words to and delete words from the AutoCorrect dialog box.
* Insert symbols in the AutoCorrect dialog box.
* Use the AutoCorrect Options button.
* Customize the Quick Access toolbar.
* Customize Word options.

LEARNING ACTIVITIES/ASSIGNMENTS LESSON 23

<table>
<thead>
<tr>
<th>LESSON</th>
<th>PAGES</th>
<th>APPLYING YOUR SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>787-808</td>
<td>23.1 - 23.2</td>
</tr>
</tbody>
</table>

PERFORMANCE OBJECTIVES FOR LESSON 23:
* Create custom theme colors and theme fonts and apply theme effects.
* Save a custom theme.
* Apply, edit, and delete custom themes.
* Reset to the template theme.

LEARNING ACTIVITIES/ASSIGNMENTS LESSON 24

<table>
<thead>
<tr>
<th>LESSON</th>
<th>PAGES</th>
<th>APPLYING YOUR SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>809-851</td>
<td>24.1 - 24.3</td>
</tr>
</tbody>
</table>

PERFORMANCE OBJECTIVES FOR LESSON 24:
* Change the Quick Styles set default.
* Apply styles.
* Create new styles.
* Create styles from existing formatting.
* Create styles from existing styles.
* Modify styles.
* Save and delete a custom Quick Styles set.
* Manage and organize styles.

LEARNING ACTIVITIES/ASSIGNMENTS LESSON 25

<table>
<thead>
<tr>
<th>LESSON</th>
<th>PAGES</th>
<th>APPLYING YOUR SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>853-898</td>
<td>25.1 - 25.3</td>
</tr>
</tbody>
</table>

PERFORMANCE OBJECTIVES FOR LESSON 25:
* Restrict formatting and editing in a document and allow exceptions to restrictions.
* Protect a document with a password.
* Save a document as read-only.
* Modify document properties.
* Inspect and encrypt a document.
EVALUATION OF MODULE 2:

Once a student completes the Lesson Applications and On Your Own exercises, they will be required to do the Unit Applications listed below.

<table>
<thead>
<tr>
<th>UNIT</th>
<th>PAGES</th>
<th>ASSESSING PROFICIENCIES</th>
<th>CREATING ORIGINAL DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>899-907</td>
<td>U5.1 – U5.7</td>
<td>U5.8 – U5.9</td>
</tr>
</tbody>
</table>

The grade for Module 2 will be determined by the following guidelines:

Applying Your Skills - 50%
Assessing Proficiencies - 20%
Creating Original Documents - 30%

MODULE 2 – STUDENT LEARNING OUTCOMES (expected performance outcomes, level of proficiency)

Once the student completes this module, he/she will be able to:
1. Sort and insert building blocks.
2. Create, edit, and modify building blocks.
3. Delete building blocks.
4. Insert fields from Quick Parts.
5. Update fields.
6. Add words to and delete words from the AutoCorrect dialog box.
7. Insert symbols in the AutoCorrect dialog box.
8. Demonstrate how to use the AutoCorrect Options button.
9. Customize the Quick Access toolbar.
11. Create custom theme colors and theme fonts and apply these effects.
12. Save a custom theme.
13. Apply, edit, and delete custom themes.
14. Reset to the template theme.
15. Change the Quick Styles set default.
16. Apply styles.
17. Create new styles.
18. Create styles from existing formatting.
19. Create styles from existing styles.
20. Modify styles.
21. Save and delete a custom Quick Styles set.
22. Restrict formatting and editing in a document and allow exceptions to restrictions.
23. Protect a document with a password.
24. Save a document as read-only.
25. Modify document properties.
26. Inspect and encrypt a document.
27. Restrict permission to a document.
28. Create and apply a digital signature.
29. Insert a signature line.
30. Mark a document as final.
31. Run the compatibility checker.

**MODULE 3: REFERENCING DATA**

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.

**LEARNING ACTIVITIES/ASSIGNMENTS LESSON 26**

<table>
<thead>
<tr>
<th>LESSON</th>
<th>PAGES</th>
<th>APPLYING YOUR SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>911-940</td>
<td>26.1 - 26.2</td>
</tr>
</tbody>
</table>

**PERFORMANCE OBJECTIVES FOR LESSON 26:**
* Create footnotes.
* Create endnotes.
* Insert and modify sources and citations.
* Insert, modify, and format bibliographies and works cited.

**LEARNING ACTIVITIES/ASSIGNMENTS LESSON 27**

<table>
<thead>
<tr>
<th>LESSON</th>
<th>PAGES</th>
<th>APPLYING YOUR SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>941-962</td>
<td>27.1 - 27.2</td>
</tr>
</tbody>
</table>

**PERFORMANCE OBJECTIVES FOR LESSON 27:**
* 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.

**LEARNING ACTIVITIES/ASSIGNMENTS LESSON 28**

<table>
<thead>
<tr>
<th>LESSON</th>
<th>PAGES</th>
<th>APPLYING YOUR SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>963-993</td>
<td>28.1 – 28.4</td>
</tr>
</tbody>
</table>

**PERFORMANCE OBJECTIVES FOR LESSON 28:**
- Create, insert, and update a table of contents.
- Create, insert, and update a table of figures.
- Create, insert, and update a table of authorities.

**LEARNING ACTIVITIES/ASSIGNMENTS LESSON 29**

<table>
<thead>
<tr>
<th>LESSON</th>
<th>PAGES</th>
<th>APPLYING YOUR SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>995-1039</td>
<td>29.1 – 29.4</td>
</tr>
</tbody>
</table>

**PERFORMANCE OBJECTIVES FOR LESSON 29:**
- Design a form.
- Create, protect, edit and customize a form template.
- Insert and customize text, picture, date picker, and date drop-down list content controls.
- Insert instructional text.
- Fill in a form.
- Insert text, check box, and drop-down list from fields.
- Customize form field options.
- Print a form and print only the data in the form.

**LEARNING ACTIVITIES/ASSIGNMENTS LESSON 30**

<table>
<thead>
<tr>
<th>LESSON</th>
<th>PAGES</th>
<th>APPLYING YOUR SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>1041-1084</td>
<td>30.1 – 30.6</td>
</tr>
</tbody>
</table>

**EVALUATION OF MODULE 3:**

Once a student completes the Lesson Applications and On Your Own Exercises, they will be required to do the Unit Applications listed below.

<table>
<thead>
<tr>
<th>UNIT</th>
<th>PAGES</th>
<th>ASSESSING PROFICIENCIES</th>
<th>CREATING ORIGINAL DOCUMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>1085-1094</td>
<td>U6.1 – U6.8</td>
<td>U6.9 – U6.10</td>
</tr>
</tbody>
</table>

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

- Applying Your Skills - 50%
- Assessing Proficiencies - 20%
Creating Original Documents - 30%

**MODULE 3 - STUDENT LEARNING OUTCOMES** (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.
PORTFOLIO

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.

CREDIT AWARDED:
Upon satisfactory completion of all four modules and the required portfolio, the student will earn three semester hours of credit. Students must earn a minimum of 77 to get credit for this course.

PERCENTAGE OF COURSE GRADE:

<table>
<thead>
<tr>
<th>MODULE 1</th>
<th>Managing Data</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE 2</td>
<td>Customizing Documents and Features</td>
<td>25%</td>
</tr>
<tr>
<td>MODULE 3</td>
<td>Referencing Data</td>
<td>25%</td>
</tr>
<tr>
<td>PORTFOLIO</td>
<td>15 Documents</td>
<td>25%</td>
</tr>
</tbody>
</table>

GRADING SCALE:

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