



INSTRUCTIONAL PACKAGE

AOT 210

Document Formatting

Effective Term
Fall/2019

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2019 (2019-10)

COURSE PREFIX: AOT 210

COURSE TITLE: Document Production

CONTACT HOURS: 3

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

This course is designed to prepare the student on the kinds of formatting tasks that occur most frequently in the business office. The student is expected to apply basic keyboarding skills and to produce a wide range of typical business correspondence, tables, and reports by applying the skills learned in AOT 105 and 110. The jobs students prepare and the formats they use are based on current office practices using Microsoft Word 2016 for Windows.

COURSE DESCRIPTION:

This course emphasizes production of documents found in typical business offices. Major focus is on productivity and excellence in document production.

PREREQUISITES/CO-REQUISITES:

AOT 110 Document Formatting

*Online/Hybrid courses require students to complete the DLI Online Student Orientation prior to completing an online course. The DLI Online Student Orientation can be found in WaveNet, under the My Student tab.

REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

Reliable computer access with Microsoft Word Version 2016 and Internet access required for online students. See technical requirements below.

Registration Code (included in kit)

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.

Microsoft Office Word 2016 is required to operate this version of the keyboarding program.

Minimum System Requirements

Windows XP, Windows Vista, or Windows 7

o IE7, IE8, or Firefox 3.5

512 MB RAM is required, 1GB+ is recommended

1GHz+ processor

Adobe Flash Player v10+ (Flash Player v10.1 highly recommended)

Screen resolution of 1024px x 768px or higher

Microsoft Word 2016 (AOT 110 and 210 only)

Hi-speed Internet access

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Demonstrate requisite speed requirements.

Demonstrate proper formatting of various types of business correspondence.

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

UNIT 13

Materials Covered: SKILL REFINEMENT (Lessons 61-65)

Dec 2018

*Assessment(s): Complete in class assignment. Progress and Proofreading Check Lessons 61-65

Learning Outcomes:

- Demonstrate touch typing of at least 41wpm/5'/5e
- Demonstrate proper formatting of various Reports
- Demonstrate proper formatting of various Letters
- Demonstrate proper formatting of various Memos and Emails
- Demonstrate proper formatting of various Tables
- Demonstrate proper formatting of various Employment Documents

UNIT 14

Materials Covered: REPORTS (Lessons 66-70)

*Assessment(s): Complete in class assignment. Progress and Proofreading Check Lessons 66-70

Learning Outcomes:

- Demonstrate touch typing of at least 44wpm/5'/5e
- Demonstrate proper formatting of various Letters
- Demonstrate proper formatting of various Memos
- Demonstrate proper formatting of various Reports

UNIT 15

Materials Covered: CORRESPONDENCE (Lessons 71-75)

*Assessment(s): Complete in class assignment. Progress and Proofreading Check Lessons 71-75

Learning Outcomes:

- Demonstrate touch typing of at least 42wpm/5'/5e
- Demonstrate proper formatting of various Itineraries
- Demonstrate proper formatting of various Agendas and Minutes of Meetings
- Demonstrate proper formatting of Procedures Manuals

UNIT 16

Materials Covered: TABLES (Lessons 76-80)

*Assessment(s): Complete in class assignment. Progress and Proofreading Check Lessons 76-80.
Outcomes Assessment on Part 4 (Lessons 61-80)

Learning Outcomes:

- Demonstrate touch typing of at least 46wpm/5'/5e
- Demonstrate proper formatting of various Tables

UNITS 17 &18 OMITTED

UNIT 19

Materials Covered: MEDICAL OFFICE DOCUMENTS (Lessons 91-95)

*Assessment(s): Complete in class assignment. Progress and Proofreading Check Lessons 81-95. 5-minute timings

Learning Outcomes:

Demonstrate touch typing of at least 50wpm/5'/5e

Demonstrate proper formatting of various Medical Office Documents

UNIT 20

Materials Covered: LEGAL OFFICE DOCUMENTS (Lessons 96-100)

*Assessment(s): Complete in class assignment. Timed writings. Progress and Proofreading Check Lessons 96-100. Outcomes Assessment on Part 5

Learning Outcomes:

Demonstrate touch typing of at least 51wpm/5'/5e

Demonstrate proper formatting of various Legal Office Documents

UNIT 21

Materials Covered: Using and Designing Office Forms

*Assessment(s): Complete in class assignment. Progress and Proofreading Check Lessons 101-105. 5-minute timings

Learning Outcomes:

Demonstrate touch typing of at least 51wpm/5'/5e

Demonstrate proper formatting of various Office Forms

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

10% Timed Writings (scale is attached)

40% Outcomes Assessments—based on speed and accuracy

30% Progress and Proofreading Checks

20% Completion and quality of assignments

100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

HGTC has a standardized grading scale for academic courses. The grading scale is: A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: Below 60

A different grading scale may exist in some academic programs. Refer to the College Catalog for specific information.

Grade reports showing scholastic marks attained by the student are available at the end of each semester. The following grades are used:

A—EXCELLENT: used in GPA calculations; carries a value of 4 quality points and earns credit hours.

B—ABOVE AVERAGE: used in GPA calculations; carries a value of 3 quality points and earns credit hours.

C—AVERAGE: used in GPA calculations; carries a value of 2 quality points and earns credit hours. D—

BELOW AVERAGE: used in GPA calculations; carries a value of 1 quality point and earns credit hours.

F—FAILURE: used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours.

(Hours attempted are used in GPA calculations.)

I—INCOMPLETE: does not affect GPA calculations; defaults to "F" automatically after one term if the incomplete work has not been completed and generates 0 quality points and 0 credit hours. WF—

WITHDREW FAILING: used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours. (Hours attempted are used in GPA calculations.)

W—WITHDRAW: not used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours- may be utilized when extenuating circumstances warrant.

S—SATISFACTORY: not used in GPA calculations; carries a value of 0 quality points, but does cause credit hours and CEUs to be earned.

U—UNSATISFACTORY: not used in GPA calculations; carries a value of 0 quality points, earns 0 credit hours.

SC—SATISFACTORY COMPLETION: not used in GPA calculations; earns credit hours, generates no grade points.

NC—NO CREDIT: not used in GPA calculations; earns no credit hours; generates no grade points.

CF—CARRY FORWARD: not used in GPA calculations; earns no credit hours; generates no grade points.

TR—TRANSFER: not used in GPA calculations; earns credit hours; generates no grade points. A "TR" is given for allowable equivalent credits earned at other accredited colleges, universities or technical colleges. All "TR" grades must be supported by an official transcript of record from an accredited postsecondary institution.

E—EXEMPT: not used in GPA calculations; earns credit hours; generates no grade points. An "E" is awarded for HGTC courses which students have been permitted to exempt as a result of testing, articulation, equivalent work experience or other educational experience.

AU—AUDIT: not used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours.

Developmental Studies Grading Scale

A*—EXCELLENT: not used in GPA calculations; earns credit hours; generates no grade points. B*—ABOVE AVERAGE: not used in GPA calculations; earns credit hours; generates no grade points. C*—AVERAGE: not used in GPA calculations; earns credit hours; generates no grade points. F*—FAILURE: not used in GPA calculations; earns no credit hours; generates no credit hours.

Incomplete-

A grade of Incomplete ("I") is given when the student does not complete his/her work or take the final exam due to illness or for other reasons over which the student has no control. This grade is given only with the approval of the professor involved. An incomplete must be removed by the end of the following term. Otherwise, grade becomes an automatic Failure ("F").

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for full term classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop (ACADEMIC CALENDAR). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

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Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define**

absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources

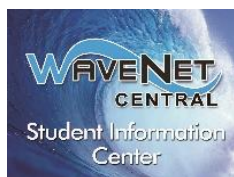


The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

- 1. Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
- 2. On-line student success and academic support resources.**

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455 or go to the [Online Resource Center](#) to access on-demand resources any time.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

- 1. Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
- 3. Drop-in technology support or scheduled training** in the Center or in class.
- 4. In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

Statement of Equal Opportunity/Non-Discrimination Statement

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

Inquiries regarding the non-discrimination policies: Students and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs, Dr. Melissa Batten, VP Student Affairs, Title IX Coordinator, Building 1100, Room 107A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu. Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources, Jacquelyne Snyder, VP Human Resources, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

Title IX Requirements

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college’s Chief Student Services Officer, campus law enforcement, or with the college’s Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

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