

## **COURSE INFORMATION**

Course Title:           **Document Formatting**  
Course Prefix:       **AOT 110**  
Lec. Hours/Week:    3  
Lab Hours/Week:     0  
Credit Hours:        3

## **DL ATTENDANCE/VA STATEMENT TEXTBOOK INFORMATION**

## **COURSE DESCRIPTION**

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

## **COURSE COMPETENCIES**

Upon successful completion of the course, the student will be competent in performing the following:

### **Module 1: ADVANCED FORMATTING**

- Format letters, memoranda, reports, and tables.
- Key straight copy at 35 words per minute or more with 95 percent accuracy.

### **Module 2: SPECIALIZED APPLICATIONS**

- Key a variety of documents in proper format. These documents may include forms, publications, medical, and legal applications.
- Key straight copy at 35 words per minute or more with 95 percent accuracy.

## **COURSE REQUIREMENTS**

### **Student Behavior**

The policies stated in the *York Technical College Catalog and Handbook* will be enforced. “The College reserves the right to decline admission, to suspend, or to require the withdrawal of anyone whose conduct is disruptive to the educational process. Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action.”

### **Attendance**

The attendance policy as stated in the *York Technical College Catalog and Handbook* will be enforced. Attendance is required on test days unless the student has a doctor’s excuse, death notice, etc., indicating an unusual circumstance for absence. If a student must be absent on a test day, the student should make arrangements with the instructor to take the test before the absence.

## METHODS OF INSTRUCTION

A traditional teaching method will be used. The instructor will make daily class presentations, and practice time will be provided during the class periods. The student must complete all assignments as directed by the instructor.

The course is divided into two modules. Modules must be completed in order. Students may exempt either of the two modules by completing the theory test, production tests, and the timed test with a score of at least 80 percent on each exam.

## EVALUATION STRATEGIES/GRADING

Each module is one-half of the final grade. The final grade will be based on the average of the two modules.

Modules	Module percent (%)	Grade
<b>Module 1</b>		
Theory test	25	
Production test	30	
Sample problems	20	
Speed and accuracy timings	25	
Module 1 Average (50% of final grade)		
<b>Module 2</b>		
Theory tests	25	
Production tests	30	
Sample problems	20	
Speed and accuracy timings	25	
Module 2 Average (50% of final grade)		
Final Grade		

Final grades will be based on the following scale:

- A** 90-100
- B** 80-89
- C** 70-79
- D** 60-69
- F** Below 60

**ENTRY-LEVEL SKILLS:** Keyboarding skills

**PREREQUISITES:** AOT 105—minimum grade of “C” and RDG 100 or equivalent

**CO-REQUISITE:** none