AOT 110
DOCUMENT FORMATTING

Course Description
This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies. 3 Cr Prerequisite: AOT 105 or instructor approval.

Course Focus
Keyboarding speed, accuracy, and formatting MSWord 2010 business documents.

Text and References

Student Contributions
Each student will spend at least 4 hours per week preparing for class. Attendance is critical in this class.

Course Evaluation
The final grade will be determined by the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tr>
<td>45 cwpm on a e-minute timed writing</td>
<td>500 pts</td>
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<tr>
<td>40 - 44 cwpm on a 3-minute timed writing</td>
<td>350 pts</td>
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<tr>
<td>39 or less cwpm on a 3-minute timed writing</td>
<td>200 pts</td>
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<tr>
<td>Completion of lessons 31 – 55</td>
<td>200 pts</td>
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<tr>
<td>Accuracy of Documents</td>
<td>200 pts</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100 pts</td>
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A = 900-1000 pts.
B = 800-899 pts.
C = 700-799 pts.
D = 600-699 pts.
F = less than 599 pts.

Course Schedule
The course meets as a three-credit course.

Approved by: Kenneth Flick

Developed/Revised: 8/15/2013
Ken Flick, Division Dean for Business/Industrial Division
**ADA STATEMENT**
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

**ACADEMIC MISCONDUCT**
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student’s responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

**ATTENDANCE**
The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

*In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.*

When a student exceeds the allowed absences; the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance or

- Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

**Absences are counted from the first day of class.** There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.
HAZARDOUS WEATHER
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

Emergency Text Message Alert
Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp