Say Hello to DOC-OA™…

(Pronounced Doc-Away)

A Better Way to Get Organized

DOCOA™ is an organizing assistant for Students, Teachers, Advisors and Parents. It is the only system for organizing in a 3-Ring Binder that shares its design and construction with the operation of a digital computer.

DOCOA utilizes a nested pocket system that teaches filing and organization. It is fully compatible with 2 Column Notetaking (known as the Cornell Format) and is being successfully used in schools around the country. DOCOA works with any school supply recommendation and has been successfully replaced programs that recommend tabbed dividers, hole punches, and big heavy 3-Ring binders.

The DOCOA Organizing assistant readily manages documents day in and day out… no more lost papers or disheveled book bags. The system provides a uniform set of best practices that improves classroom operating efficiency and increases student success. Best of all DOCOA handles 6 Subject and delivers an all-in-one solution that includes a complete set of pockets, preprinted stickers, 3 rings, pencil case, and a durable set of poly covers with view insert.

The Right tool at the Right time

Get started early. This system works for children from 2nd grade to 12th grade. If you're not sure where to start, selecting 6th grade students is a great choice because this is when matriculation causes the greatest stresses on a child's organizing skills. DOCOA™ serves children during this critical developmental stage, <u>a time when discovering a meaningful method of organizing can have the most impact on learning.</u>

This paper-based system of organization is derived from the principles of operation of digital computers. In fact, there are over <u>40 concepts in computing that can be part of an enrichment module using the DOCOA™ Organizing Assistant.</u> So DOCOA™ is a "natural fit" in Academic Study Blocks or as a part of existing study skills programs to teach entry level computer fluency. The good news is that it works out of the box because it makes sense to the child. Extending the learning with curriculum is totally optional and can become part of an expanded program later on.

Easy for the Student to use!

This 45-minute student training in the use of the DOCOA™ organizer is easily accomplished in one classroom period. Children are inherently multi-dimensional, so they gravitate to it and pick it up quickly. They continue to use it because it helps to make learning fun. It becomes part of the daily classroom routine and is peer-to-peer reinforced since their friends are using it too! DOCOA™ comes in a kit that is neatly packaged with instruction guide and web tools including game and simulator for elearning. This all-in-one solution enables instant delivery and there are no missing pieces because the items couldn't be shopped off a school supply checklist. When the tool is incorporated into a study block, reinforcement can be enhanced with the "inventive learning™ module" portion of the system to provide continuous enrichment.

Students, Teachers _and_ Parents

By sharing with their classmates what works and why, the student's collaborative instincts are readily developed.

But that's not all...Since the product works as a "mirror" for teachers, teachers can employ the same system and act as role models, mentors and leaders for the power of being well organized.

DOCOA is pronounced Doc Away-as a reminder that using a clever filing model for putting papers away will enable them to be found in even less time! DOCOA implements a design principal called "Data Accessed & Viewed in Individual Documents" and is based on the simple idea that Information is a "current and relevant set of data" and that data, in the form of content, is found on individual documents. Once this data is suitably gathered and viewed, reprocessing and rediscovery occurs and this leads to the formation of new Knowledge. Learning is the process of reconstituting such information again and again, until the knowledge is suitably applied, a behavior that is often referred to as intelligence. Tools such as DOCOA™ facilitate this process for paper documents by building relevant CONTEXTS of documents. The same principles can be translated to the digital world!

Schools that have found our tools love them because they allow for more efficient operation in the classroom. As it has been told, with DOCOA™ you can let your students help run the classroom process so you can spend less time organizing and more time teaching. Whichever approach you use for binders-DOCOA™ is a preferred choice, because with DOCOA™ it's about categorization and filing first and search second. This simple idea and its best practice implementation is the key to unlocking the knowledge power of data on documents, whether paper or digital.

In fact, having a common "uniform" grammar for organizing (what we call Organizing Literacy™) makes it easy for teachers to deliver more content in a shorter period of time with higher quality. This common language follows what we call the 4-R's (Record, Rediscover, Reprocess, Review), all of which are integral to the design of the system. Parents can see the structure and organization of their children's work, which facilitates improved communication

among Students, Teachers *and* Parents. Knowledge about the status of student's work, class workflow and individual accomplishment is a great catalyst. <u>Improved communication with parents is one of the single most unleveraged means for improving student outcomes.</u>

Once you have the system in day to day use, you can choose to extend DOCOA™ with "Organize360™" module in either an introductory or term long program. Org360™ is based on the Massachusetts State STEM curriculum for instruction in DESIGN and ENGINEERING. This powerful intervention teaches children <u>the 8-steps of successful product design and engineering.</u> (identify problem, research, select technology for solution, prototype, test and select, trial and communicate, integrate feedback, sell-assemble-ship) while delivering the DOCOA™ tool kit in a way that makes it easy and fun for the student to own the tool and desire improved outcomes.

No Curriculum ChangeThe <u>DOCOA™ Organizing Assistant™</u> and the 45 minute Org360™ introductory modules requires <u>NO CHANGE</u> to core curriculum.   Even the full term of IL can be easily and seamlessly integrated into curriculum such as any regular study skills or academic study block. Integration is transparent and totally non-invasive.

Cost Effective

<u>DOCOA™ Organizing Assistant</u> is priced to allow for school wide procurement with per student costs that are in line with typical textbook purchases. The tools can be deployed to underserved communities as a first introduction to technology.

What others are saying

"This is just what we needed to enable our Binder Module to really work from the students point of view. They use the system without hesitation day in and day out and love it."
                    School resident expert Fletcher Maynard Academy
"DOCOA supports Cornell Note taking. It's no surprise, since I have recently found out that DOCOA Schwartz is a Cornell Graduate! It's great when things come full circle."
                    Administrator at **Cornell University**
"With DOCOA, I finally understand what it means to have a file system that works on both paper and on my computer. My digital desktop isn't a mess anymore! And now that I understand this, its something I can teach to my students."
                    Teacher Maria L. Baldwin School
"Now that we use DOCOA, I can't get a way with things like I use to."
                    Student Middle school Known Trouble Maker

How to incorporate DOCOA™ at your School

There are a variety of ways to successfully work with DOCOA™ and bring this technology to your school. If you have a curriculum director, have the coordinator get in touch with us directly and without delay! Feel free to talk with us so we can explain some of the best practices for implementing the binder system and help you develop the best program for your school.

Additional Information and ideal timing

The ideal time to introduce students to DOCOA™ is in 6th grade. We call this our "just in time" intervention because this is when the student begins matriculation and needs a method that can scale to multiple teachers and multiple classrooms.

4th and 5th grades are what we call an "early intervention". 7th grade and afterward is a "late intervention" but this can work too! For example, we have a version for 11/12 graders applying for college in what we call our "college bound™" configuration. In this version, the student uses the binder to handle document flow for the college application process. They learn all the basic filing and organizing skills they need while doing something that they really care about. Teaching filing and organizing to older students can be more of a challenge, so this approach is quite innovative and has important results for the students. In other words, if a student has not had basic training in organizing methods by the time they are applying for college, the DOCOA system is a true lifesaver as evidenced by our feedback and survey results.

It is also the case that when an entire grade commits to the system, the total impact is multiplied. When all teachers and students are on the same system, communication with the parent is also multiplied, and the synergy is dramatic. We offer a special 15% discount to schools that start with an entire grade level program.

Next Steps:
GIVE US A CALL AT **508-370-0228.** Our friendly, expert staff would be pleased to discuss the power of the DOCOA™ Organizing Assistant™ and arrange for a demonstration and quotation. Upon your approval we would be delighted to work with you to replace your current school supply check list recommendations for stationery products and seamlessly integrate the DOCOA™ Organizing Assistant in their place. Looking forward to working with you.

Best,

David C. Schwartz, Founder and CEO

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