

2017-2018 Tentative Yearly Plan
Office Technology Information (OFTI)
College of DuPage
Glen Ellyn Campus Course Offerings

| <i>Course</i> | <i>Fall 2017</i> | <i>Spring 2018</i> | <i>Summer 2018</i> |
|---|---------------------|---------------------|---------------------|
| OFTI 1100 Keyboarding and Document Formatting | On-campus Online | On-campus Online | On-campus Online |
| OFTI 1105 Speed Development Keyboarding | On-campus Online | On-campus Online | Online |
| OFTI 1110 Document Formatting | On-campus Online | On-campus Online | |
| OFTI 1130 Business Correspondence | On-campus Online | Online | |
| OFTI 1200 MS Office 2016 for Professional Staff | On-campus Online | On-campus Online | On-campus Online |
| OFTI 1203 Microsoft Outlook 2016 and Electronic Communications | Online | On-campus Online | |
| OFTI 1210 Word Processing I using Word 2016 | On-campus Online | On-campus Online | Online |
| OFTI 1215 Advanced Word Processing/Desktop Publishing using Word 2016 | Online | On-campus Online | |
| OFTI 1250 Electronic Presentations for Business Professionals using PowerPoint 2016 | Online | Online | |
| OFTI 1300 Virtual Office Assistant | | Online | |
| OFTI 2500 Professional Office Capstone | | Online | |
| OFTI 2600 Professional Development | On-campus Online | On-campus Online | |

Note: Please enroll early! Any class may be canceled due to low enrollment.

For more information, please contact one of our OFTI advisers:
 Kay Gerken, gerken@cod.edu, 942-3063 or Casey Emerich, millerc308@cod.edu, 942-2472
 They are located in Berg Instructional Center (BIC) 1614 and 1618

OFTI's Web Site: <http://www.cod.edu/dept/ofti>