

2012-2013 Tentative Yearly Plan
Office Technology Information (OFTI)
College of DuPage
Glen Ellyn Campus Course Offerings

<i>Course</i>	<i>Fall 2012</i>	<i>Spring 2013</i>	<i>Summer 2013</i>
OFTI 1100 Introduction to Computer Keyboarding	Days Evenings Internet	Days Evenings Internet	Days Evenings Internet
OFTI 1110 Document Formatting	Days Internet	Evenings Internet	
OFTI 1120 Speed Development Keyboarding	Days Internet	Evenings Internet	Internet
OFTI 1130 Business Correspondence	Evenings Internet	Internet	
OFTI 1200 MS Office 2010 for Professional Staff	Days Evenings Internet	Days Evenings Internet	Evenings Internet
OFTI 1203 Microsoft Outlook 2010	Internet	Evenings Internet	Internet
OFTI 1210 Word Processing I using Word 2010	Days Evenings Internet	Days Evenings Internet	Evenings Internet
OFTI 1215 Word Processing II using Word 2010	Evenings Internet	Evenings Internet	Internet
OFTI 1218 MS Word 2010 Desktop Publishing	Evenings Internet	Evenings Internet	Internet
OFTI 1250 Electronic Presentations for Business Professionals using PowerPoint 2010	Internet	Internet	
OFTI 1300 Virtual Office Assistant		Internet	
OFTI 2305 Word Processing Transcription	Internet	Internet	Internet
OFTI 2600 Professional Development	Days Internet	Evenings Internet	
OFTI 2605 Professional Office Procedures		Internet	

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

For more information, please contact one of our OFTI advisers:
Wendy Felder, (630) 942-2577; Kay Gerken, 942-3063; or Nancy Stanko, 942-2122
They are located in Berg Instructional Center (BIC) 1614, 1616, 1618
OFTI's Web Site: <http://www.cod.edu/ofiti>

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