OFFICE TECHNOLOGY INFORMATION 1110
Document Formatting
3 credit hours

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION
Format and produce academic, business, and personal documents using word processing software in mailable format. Knowledge of word processing is recommended. Completion of OFTI 1100 or 1105 with a grade of C or better or 25 words per minute keyboarding speed is recommended. (3 lecture hours)

Instructor Note: Students will be required to use MS Word software to complete the application part of the assignments. The textbook and resource materials support MS Word, version 2013. The MS Word software is not included with the textbook.

In order to ensure successful completion, students must have all course books and software by the first day of class.

REQUIRED AND RECOMMENDED COURSE MATERIALS
Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From COD home page, click on myACCESS.
2. Click on Search for Credit Classes.
3. From the Term drop-down box select the term.
4. Choose your course from the Subjects drop-down menu.
5. In the Course # field, enter your course number.
6. In the Section field, enter the course section number if known.
7. From the Course Types drop-down menu select Internet/Online.
8. Scroll to the bottom of the page and click on SUBMIT.
9. Click on the Section Name and Title link.
10. Click on Click here for prices of required textbook(s) and supplies and course material information will be displayed.

Alternatively, you can visit the COD Bookstore website to find this information.

COURSE OBJECTIVES
Upon successful completion of the course the student should be able to do the following:

- Identify document components
- Prepare mailable formatted academic documents
- Produce and design mailable formatted business documents
- Differentiate between personal, academic, and business document formats
- Apply language arts, proofreading, and editing skills

**EVALUATION/GRADING**
Your course evaluation is comprised of these areas: Production/Application assignments, Language Arts assignments, skill building drills, timed writings, theory tests, and application tests.

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
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<tr>
<td>B</td>
<td>80% - 89%</td>
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<td>C</td>
<td>70% - 79%</td>
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<td>D</td>
<td>60% - 69%</td>
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<td>F</td>
<td>59% &amp; below</td>
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**SATISFACTORY/FAIL OPTION**
The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

**INCOMPLETE GRADE POLICY**
Incomplete grades are not usually offered but may be considered under extreme conditions. Contact the instructor or refer to the course syllabus for details.