

2020-2021 Tentative Yearly Plan
Office Technology Information (OFTI)
Course Offerings
College of DuPage

Course	Fall 2020	Spring 2021	Summer 2021
OFTI 1100 Keyboarding and Document Fundamentals	On-campus Online	On-campus Online	On-campus Online
OFTI 1105 Speed Development Keyboarding	Online		
OFTI 1110 Document Formatting	Online	Online	
OFTI 1130 Business Correspondence	Online	On-Campus Online	
OFTI 1200 MS Office for Professional Staff using MS Office 2019	On-campus Online	On-campus Online	On-campus Online
OFTI 1203 Email and Electronic Communication using Microsoft Outlook 2019	Online	On-campus	Online
OFTI 1210 Word Processing I using Word 2019	On-campus Online	On-campus Online	Online
OFTI 1215 Advanced Word Processing/Desktop Publishing using Word 2019	Online	Online	
OFTI 1250 Electronic Presentations for Business Professionals using PowerPoint 2019	Online		
OFTI 1300 Virtual Office Assistant		Online	
OFTI 2500 Professional Office Capstone		Online	
OFTI 2600 Professional Development	On-campus Online	On-campus Online	

Please enroll early!

For more information, please contact the OFTI Coordinator:
 Prof. Casey Emerich, millerc308@cod.edu, (630)942-2472
 Berg Instructional Center (BIC) 1427

3/9/2020 (Subject to change)