

COURSE OUTLINE

OFFI-171 Formatting Business Documents 2 Semester Hours

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to correctly format letters, tables, and reports. This course may be completed in fewer than 14 weeks and may be started at any time during the school year. Prerequisite: CMSY-102.

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Use Microsoft Word to prepare memorandums, letters, envelopes, reports, and tables in proper business form.
2. Proofread accurately.

Major Topics

1. Document preparation
 - a. Memorandums
 - b. Letters
 - c. Envelopes
 - d. Unbound, top- and left-bound manuscripts
 - e. Tables

Course Requirements

Grading/exams: Specific assignments and procedures for evaluating student performance in the class (i.e., grading) will be described in the individual class syllabus, but will include the following:

1. Written tests
2. Computer hands-on tests
3. Projects

Other Course Information

Call 410-772-4876 between 9:00 a.m. and 3:00 p.m. for more information about this course or to register for this course.