OAT 101 770 Syllabus
Document Production I

Instructor:
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Course Description:
Students will develop skill in formatting of business letters,
memos, tables, and reports. Upon completion of the course, students will be able to:

- key the alphabetic and numbers keys by touch with good technique
- key approximately 45 wpm with less than 2 errors
- create properly formatted business documents (i.e., memos, letters, reports, newsletters, and tables) using Microsoft Word
- apply the main rules for number expression, capitalization, subject-verb agreement, and pronoun usage as reviewed within the communication skills.
- develop effective editing skills.

Required Text and Software:

Text: Check with the ECC Bookstore for textbooks required for this class. eccbookstore@elgin.edu; 847-214-7395

Software: Word 2007 is required for this course.

Withdraw Policy:
It is the student's responsibility to withdraw from class. Failure to withdraw from a class in a timely manner may result in an "F" on your academic record. The student agrees to be familiar with the information in the college catalog and schedule of classes, and know and observe all policies and procedures related to Grading. If you have not logged into the course during the first ten days of instruction, the instructor reserves the right to withdraw you from the course.

Attendance:
Attendance is extremely important to your success. Just as in a face-to-face course, attending your online course is important.

Extra-Credit:
From time-to-time I may offer extra credit assignments. Extra-credit will be optional and will not be accepted late.

Method of Evaluation
Lesson Assignments: Assignments will be given for each module and listed on the Module's Assignment/Activity Checklist.

Module Exams: Students will take an exam at the end of Modules 10 -18. Exams are completed online.

Final exam consists of completing all documents in Module 19 for Pommery Air Services, Inc. (see the module's assignment/activity checklist).