

OFADM

2-Year CLO Assessment Cycle

Course Name	Spring 2017	Fall 2017	Spring 2018	Fall 2018	Spring 2019
OFADM-201 Intermediate Keyboarding I	x				P R O G R A M R E V I E W
OFADM-202 Intermediate Keyboarding 2	x				
OFADM-203 Intermediate Keyboarding 3	x				
OFADM-231 Intermediate Word Processing			x		
OFADM-232 Advanced Word Processing & Desktop Publishing				x	
OFADM-256 Introduction to Word Processing				x	
OFADM-259 Introduction to Spreadsheet Software				x	
OFADM-260 Intermediate Spreadsheet Software		x			
OFADM-261 Introduction to Databases				x	
OFADM-262 Introduction to Business Presentation Software				x	
OFADM-301 Beginning Keyboarding		x			
OFADM-302 Beginning Document Processing		x			
OFADM-303 Keyboarding for Speed and Accuracy		x			
OFADM-304 Professional English for Business	x				
OFADM-305 Records Management			x		
OFADM-306 Keyboarding for Accuracy		x			
OFADM-307 Keyboarding for Speed		x			
OFADM-313 Office Skills				x	
OFADM-314 Office Procedures and Technology		x			
OFADM-315 Today's Office			x		
OFADM-316 Introduction to Outlook		x			
OFADM-320 Telephone Techniques		x			
OFADM-330 Beginning Word Processing			x		
OFADM-353 Introduction to Computers and Windows				x	
OFADM-363 Understanding the Internet			x		
OFADM-364 Grammar in the Office			x		
OFADM-366 Proofreading Techniques			x		
OFADM-375 10-Key on the Computer	x				