

# OFADM

## 2-Year CLO Assessment Cycle

Course Name	Fall 2019	Spring 2020	Fall 2020	Spring 2021
OFADM-201 Intermediate Keyboarding I	x			
OFADM-202 Intermediate Keyboarding 2	x			
OFADM-203 Intermediate Keyboarding 3	x			
OFADM-231 Intermediate Word Processing			x	
OFADM-256 Introduction to Word	x			
OFADM-259 Introduction to Excel	x			
OFADM-260 Intermediate Excel		x		
OFADM-261 Introduction to Access			x	
OFADM-262 Introduction to PowerPoint			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-317 Introduction to Adobe Acrobat		x		
OFADM-318 Introduction to Publisher and Productivity Apps			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			

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