

Print Date: 10/10/16

Course Objectives/Course Outline
Spokane Community College

Course Title: Computer Essentials

Prefix and Course Number: BT 106

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Use Windows tools through successful operation of the Windows interface and use of the mouse, scroll bars, dialog boxes, and Ribbon
- Demonstrate problem-solving skills by using MS Help and reference manuals to resolve formatting and software questions
- Apply Windows file management concepts and tools by successfully saving, opening, and organizing files in folders
- Key by touch at a minimum of 25 wpm, with no more than 6 errors on a three-minute timing
- Use the features of MS Word to professionally format business letters, memos, tables, and reports
- Navigate multiple computer programs to complete the above objectives

Course Outline: