

**Course Objectives/Course Outline
Spokane Community College**

Course Title: Integrated Office Applications
Prefix and Course Number: BT 263

Course Learning Outcomes:

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

- Improve advanced word processing skills using current software programs
- Use desktop publishing skills
- Work from a variety of inputs

Course Outline:

- I. Basic Uses of Office Software
 - A. Word Processing
 - B. Basic Spreadsheet
 - C. Basic Database
 - D. Desktop Publishing
- II. Document Preparation Using A Variety of Inputs
 - A. Handwritten copy
 - B. Dictation
 - C. Stored Datafiles