

Print Date: 8/9/17

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

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**Course Title:** Introduction to Electronic Calculators  
**Prefix and Course Number:** BUS 107

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**Course Learning Outcomes:**

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

- Operate efficiently desk-top calculators
- Transfer concepts learned on one calculator to any other calculator used in the classroom as well as to 10-key computer pads
- Demonstrate marketable 10-key skills

**Course Outline:**

- I. Basic operations
- II. Developing speed and accuracy