Spokane Falls Community College

Course Learning Outcomes

Prefix and Course Number: BT 100

Course Title: **Beginning Keyboarding**

Version Date: **4/24/2019**

Course Learning Outcomes:

Upon successful completion of the course, the student will be able to:

1. Properly key by touch letters, symbols, and numbers using the 10-key pad.
2. Incrementally improve keyboarding speed and accuracy