

Spokane Falls Community College

Course Learning Outcomes

Prefix and Course Number: BT 101

Course Title: Keyboarding

Version Date: 4/24/2019

Course Learning Outcomes:

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

1. Demonstrate improved speed and accuracy scores with keyboarding skills.
2. Properly prepare letters, reports, memos and tables using correct formatting
3. Identify proofreader's marks and use correctly.