

## Spokane Falls Community College

### Course Learning Outcomes

---

**Prefix and Course Number:** BT 102

**Course Title:** Document Processing

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

#### Course Learning Outcomes:

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

1. Accurately prepare a variety of commonly used business documents with proper formatting.
2. Identify proofreader's marks and use correctly.
3. Incrementally improve keyboarding speed and improve accuracy