

Spokane Falls Community College

Course Learning Outcomes

Prefix and Course Number: BT 106
Course Title: Computing Essentials
Version Date: 5/6/2019

Course Learning Outcomes:

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

1. Identify and employ basic computer, Windows operating system (including file management), Internet, email, and some basic MS Office software vocabulary.
2. Perform basic computer use, Windows operating system (including file management), Internet, email, and some basic MS Office software skills.
3. Demonstrate the ability to key letters, symbols, and numbers by touch.
4. Make use of basic MS Office Word features and apply proper formatting procedures to prepare basic letters, memos, and reports.