

Spokane Falls Community College

Course Learning Outcomes

Prefix and Course Number: BT 255

Course Title: Business Productivity Tools

Version Date: 4/24/2019

Course Learning Outcomes:

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

1. Create, modify, and design worksheets correctly.
2. Accurately apply mathematical, statistical, and logical functions to aid decision making
3. Correctly create and design charts to support business decision making and business writing
4. Apply critical thinking skills and logical design skills when developing worksheets.