

Spokane Falls Community College

Course Learning Outcomes

Prefix and Course Number: CAPPS 102
Course Title: Introduction to Office
Version Date: 4/26/2019

Course Learning Outcomes:

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

1. Identify basic computer, Windows operating system, Internet, email, and MS Office software vocabulary.
2. Perform basic computer use, Windows operating system, Internet, email, and MS Office software skills.