Spokane Falls Community College

Course Learning Outcomes

Prefix and Course Number: **CAPPS 180**

Course Title: **Outlook**

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

Course Learning Outcomes:

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

1. Correctly identify and properly use email, tasks, and calendaring functions.
2. Identify proper email and business etiquette for electronic communications.
3. Correctly use and apply intermediate skills and functions to a variety of Outlook business applications.