

Course Outline

Course Code, Number, and Title:

BCAP 3100: Business Computer Application II

Course Format:

Lecture 3 h + Seminar 1 h + Lab 0 h

Credits: 3

Transfer Credit: For information, visit bctransferguide.ca

Course Description, Prerequisites, and Corequisites:

This course covers advanced concepts and applications of MS Windows, Word, Excel, PowerPoint, and Access. It also covers search functions of the Internet and email and explores concepts and design of web pages.

Learning Outcomes:

Upon successful completion of this course, students will be able to

- Understand, become familiar with, and demonstrate advanced feature of Windows, Word, and Excel
- Understand, become familiar with, and demonstrate the creation and use of multiple business documents
- Develop understanding and skill in WordPress to enable creation of blogs, websites and e-portfolios
- Develop understanding and skill in areas of technology use as requested by students to add focused value to their learning. Examples: Database, Data Analytics, Virtual Machine, Cloud Computing, Data Management

Instructor(s): TBA

Office: TBA

Phone: TBA

Email: TBA

Office Hours: TBA

Textbook and Course Materials:

[Textbook selection may vary by instructor. An example of texts and course materials for this course might be:]

For textbook information, visit https://mycampusstore.langara.bc.ca/buy_courselisting.asp?selTerm=3|8

Note: This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to me so I can identify you when reviewing your class work.

Assessments and Weighting:

Final Exam %

Other Assessments %

(An example of other assessments might be:) %

Information currently unavailable, please consult Department for details.

Grading:

Specific grading schemes will be detailed in each course section outline.

Information currently unavailable, please consult Department for details.

Detailed Course Schedule:

Information currently unavailable, please consult Department for details

As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

College Policies:

[E1003 - Student Code of Conduct](#)

[F1004 - Code of Academic Conduct](#)

[E2008 - Academic Standing - Academic Probation and Academic Suspension](#)

[E2006 - Appeal of Final Grade](#)

[F1002 - Concerns about Instruction](#)

[E2011 - Withdrawal from Courses](#)

Departmental/Course Policies: