

## SAMPLE COURSE OUTLINE

### Course Code, Number, and Title:

BCAP 1200: Business Computer Application I

### Course Format:

[Course format may vary by instructor. The typical course format would be:]

Lecture 3 h + Seminar 1 h + Lab 0 h

**Credits:** 3

**Transfer credit:** For information, visit [bctransferguide.ca](http://bctransferguide.ca)

### Course Description, Prerequisites, Corequisites:

This is a comprehensive course that provides hands-on computer experience and exposes the student to applications and software packages commonly used in business. A theory-based overview of hardware, software, and computer fundamentals is included.

Students will receive credit for only one of CPSC 1000 and BCAP 1200.

*Prerequisites and Corequisites unavailable, please consult Department for details*

### Learning Outcomes:

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

- identify computer hardware components and explain their function
- identify software categories and explain their purpose in business and personal computer use.
- navigate and search the internet
- distinguish among a selection of browsers
- execute administrative end-user commands in the windows operating system
- create professional worksheets using spreadsheet software
- create professional documents using word processing software
- create professional presentations using presentation software
- create multi-table database structures database software.

**Instructor(s):** TBA

**Office:** TBA      **Phone:** 604 323 XXXX      **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:]

Summer 2019:

For textbook information, visit [https://mycampusstore.langara.bc.ca/buy\\_courselisting.asp?selTerm=3|8](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 System:**

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

*Information currently unavailable, please consult Department for details*

## **Topics Covered:**

[Topics covered may vary by instructor. An example of topics covered might be:]

*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](#)

*This generic outline is for planning purposes only.*

**Departmental/Course Policies:**

*This generic outline is for planning purposes only.*