

# BUSINESS COMPUTING (BCPT)

---

## **BCPT 150 Business Computers**

3 Credits

Business Computers provides a practical hands-on introduction to the use of computers in the business environment. Learners will gain knowledge of basic hardware, software and computer fundamentals. Skill development will focus on using modern word-processing, spreadsheet and presentation software for common business purposes. Students will employ the knowledge, skills and abilities developed in this course to build a successful professional career.

### **Prerequisites**

Recommended English Studies 12, English First Peoples 12 or equivalent. Recommended Foundations Math 11 or equivalent.

### **Transfer Credits**

Explore transfer credit opportunities by visiting the BC Transfer Guide (<http://www.bctransferguide.ca>)

