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BCPT 150

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)

Information subject to change, please refer to our online catalogue for the most current revision. Printed - 05/02/25

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