

Department	<b>Business Technology &amp; Management</b>	CRN	11300
Course Title	Business Computer Applications I	Course No & Section	BCAP 1200 007
Class Day(s)	Mon & Wed	Class Time	2:30 PM – 4:20 PM
Room/Zoom	L103	Credits	3

---

**Instructor Contact**

Name **Anu Kumar**

Office/Zoom Drop-in online through Zoom link:

<https://langara.zoom.us/my/anukumar>

Monday to Thursday: **1:00 pm to 2:00 pm PST**

Or

Drop-in room B247m on

Monday and Wednesday: **1:00 pm to 2:00 pm PST**

Or

By appointment

Email [akumar@langara.ca](mailto:akumar@langara.ca)

While sending an email, ensure the following:

- Use your **school email address** [XXXXXX##@mylangara.ca](mailto:XXXXXX##@mylangara.ca) to communicate
- In the **Subject** mention **BCAP-1200 Sec ## - Topic**  
e.g., BCAP 1200 Sec W05 – Absence from class
- In the **body** of the email, add salutation and greeting line

**Acceptable**

Hi Instructor Name **or**

Dear Instructor Name **or**

Instructor Name

**Not Acceptable**

Hey Instructor Name **or**

Emails without a greeting line

- Explain your message
- In the **Signature**, mention your full name and Student Number
- Emails coming from your **Personal Email addresses** will not be answered

Emails without the proper format as specified or coming from personal email addresses will not be responded.

It may take up to 24 hours to respond to your email.

---

**Sample Email**

**Subject:** BCAP 1200 Sec 005 - Absence from the Class

Hi Anu,

I will not be able to attend the class on Monday, February 4<sup>th</sup>, as I am not feeling well.

Thanks,

Regards,  
Jennie Sharma  
123456789

---

**Course Description**

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.

---

**Prerequisite(s)**

None

---

**Technology Prerequisite(s)**

The student **must have** a Personal Computer for this course to be taken online. The access to the computer to complete the course work is required. Mobile phone or tablet computers will not work.

---

**University Transferability**

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

---

**Course Learning Outcomes**

Learning Outcome	Measurement
Identify and explain computer hardware components and software programs. Explain business application suites and discuss common business uses	Assignments, Quizzes, Module Test, Final Exam
Understand different operating systems, security, and basic networking concepts Use Internet to navigate and search content, distinguish among a selection of browsers	Assignments, Quizzes, Module Test, Final Exam
Plan, create, edit, format to have professional looking documents using Word - word processing software	Assignments, Quizzes, Module Test, Final Exam
Plan, create, edit, format to have professional looking worksheets using Excel - spreadsheet software	Assignments, Quizzes, Module Test, Final Exam
Plan, create, edit, format to have professional looking presentations using PowerPoint – presentation software	Assignments, Quizzes, Final Exam

Learning Outcome	Measurement
Plan, create, edit, format multi-table database structures using Access – database software	Assignments, Quizzes, Module Test, Final Exam

### Textbook & Course Materials

SIMnet is used to deliver the course, learning assignments, quizzes, and projects. You are **REQUIRED** to have the SIMnet account and purchase it to do the course successfully. You will be registered on SIMnet by your instructor. Get the details of your username and password from the instructor. The instructions will be given to walk you through the SIMnet application and account details.

SIMnet code and the book can be purchased from the Langara bookstore. The cost of the Code with the online e-text will be \$83.75.

#### Note:

This course uses 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 if you provide the pseudonym to me, so I can identify you when reviewing your class work.

Textbooks are **recommended** but **NOT** required.

All the quizzes, module exams, and final exam are open-book format. You can use the textbook or e-textbooks and any other course material provided to you including PowerPoint slides, exercises, assignments, handouts, and study notes. You can not use the Internet as your reference. Using email, chatting or social media to ask is not allowed. Materials for the theory-based module exams will be drawn exclusively from the textbook. Some of the material will not be discussed / covered in classes, and you are expected to read the material on your own. Any additional resources required, presentations from the book and used in the class will be posted in Brightspace. However, the coverage of the presentations is not 100%.

Links to articles, podcasts, visuals, videos, etc. added to the Brightspace course unless noted otherwise, are required reading.

### Grade Allocation

Evaluation Method	Weight Towards Final Grade
<b>Individual Home Task Grades:</b>	
Lessons	5%
Quizzes/Exams	5%
Assignments/Projects	20%
<b>Total Individual Grades</b>	<b>30%</b>

<b>Individual Class Task Grades:</b>	
In-class Exercises / Reality Check Exercises (RACE)	15%
Module Tests	30%
Final Test	25%
<b>Total Class Task Grades</b>	<b>70%</b>
<b>TOTAL</b>	<b>100%</b>

### Grading Legend

A+	95 – 100%	B+	80 – 84%	C+	65 – 69%	D	50 – 54%
A	90 – 94%	B	75 – 79%	C	60 – 64%	F	< 50%
A-	85 – 89%	B-	70 – 74%	C-	55 – 59%		

### NOTE:

You must receive a grade of at least 50% on the cumulative individual grade components to pass this course.

### Course Schedule

#### Course Withdrawal Periods - Important Notice

<b>Mar 4</b>	<b>Last day to withdraw from regular semester courses (2100 hours).</b>
--------------	---

Refer to the Langara College website for more information on Important Dates.

<http://langara.ca/registration-and-records/important-dates/index.html>

Week	Week Commencing	Topics	Readings & Assignments	Reality Check Exercises (RACE) One attempt Assignments	Due Date
1	<b>COMPUTER CONCEPTS</b>				
	Jan 2	<b>Jan 4. First Day of classes for Langara College</b> Orientation, introduction to SIMnet and BRIGHTSPACE, Course details, grades allocation, communication	<b>On Brightspace:</b> 1 Mandatory Quiz <b>On SIMnet:</b> 2 Lessons 2 Exams/Quizzes		All work submissions <b>before Sunday, 5:00 pm PST</b> of the week.
		Windows 10 An Overview File Management Basics			

Week	Week Commencing	Topics	Readings & Assignments	Reality Check Exercises (RACE) One attempt Assignments	Due Date
2	COMPUTER CONCEPTS & WORD				
	Jan 9	Customizing Windows 10 Essential Skills for MS Office Ch 1: Computer Concepts Introduction	<b>On SIMnet:</b> 4 Lessons 4 Exams/Quizzes 1 Project		Due before <b>Sunday 5:00 pm PST</b> of the week.
		Word Ch 1: Getting Started with Word			
3	COMPUTER CONCEPTS & WORD				
	Jan 16	Using OneDrive Ch 4: The Internet Internet Browsers Ch 2: Hardware	<b>On SIMnet:</b> 5 Lessons 5 Exams/Quizzes 1 Project	Assignment(s)	Due before <b>Sunday 5:00 pm PST</b> of the week.
		Word Ch 2: Formatting Text and Paragraphs			
4	COMPUTER CONCEPTS & WORD				
	Jan 23	Ch 3: Software Ch 5: Networking & Security Ch 6: Changing the World	<b>On SIMnet:</b> 4 Lessons 4 Exams/Quizzes 1 Project	Assignment(s)	Due before <b>Sunday 5:00 pm PST</b> of the week.
		Word Ch 3: Formatting Documents			
5	COMPUTER CONCEPTS & WORD				
	Jan 30	Word Ch 4: Working with Pictures, Tables and Charts Word Ch 5: Working with Reports & collaborating with others	<b>On SIMnet:</b> 3 Lessons 3 Exams/Quizzes 2 Projects	Assignment(s)	Due before <b>Sunday 5:00 pm PST</b> of the week.
6	WORD & EXCEL				
	Feb 6	Excel Ch 1: Getting Started with Excel	<b>On SIMnet:</b> 1 Lesson 1 Exam/Quiz 1 Project	Assignment(s)	Due before <b>Sunday 5:00 pm PST</b> of the week.
		Excel Ch 2: Formatting Cells			
7	MODULE TEST & EXCEL				

Week	Week Commencing	Topics	Readings & Assignments	Reality Check Exercises (RACE) One attempt Assignments	Due Date
	Feb 13	<b>Computer Concepts &amp; Word Module Test</b>	<b>On SIMnet:</b> 2 Lessons 2 Exams/Quizzes 1 Project	Assignment(s)	Due before <b>Sunday 5:00 pm PST</b> of the week.
		Excel Ch 3: Using Formulas & Functions			
8	<b>SPRING BREAK</b>				
	Feb 20	<b>Family Day Campus Closed Spring Break</b>			
9	<b>EXCEL</b>				
	Feb 27	Excel Ch 4: Formatting Worksheets and Managing workbooks	<b>On SIMnet:</b> 2 Lessons 2 Exams/Quizzes 1 Project	Assignment(s)	Due before <b>Sunday 5:00 pm PST</b> of the week.
		Excel Ch 5: Adding Charts & Analyzing Data			
	<b>MAR 4, 2023, FOR REGULAR SEMESTER COURSES IS LAST DAY TO WITHDRAW (BEFORE 2100 HOURS VANCOUVER TIME)</b>				
10	<b>EXCEL</b>				
	Mar 6	<b>Excel revision</b>	<b>On SIMnet:</b> 1 Lesson 1 Exam/Quiz 2 Projects	Assignment(s)	Due before <b>Sunday 5:00 pm PST</b> of the week.
		PPT Ch 1: Getting started with PowerPoint			
		PPT Ch 2: Adding Content to Slides			
11	<b>MODULE TEST &amp; POWERPOINT</b>				
	Mar 13	<b>Excel Module Test</b>	<b>On SIMnet:</b> 3 Lessons 3 Exams/Quizzes 1 Project	Assignment(s)	Due before <b>Sunday 5:00 pm PST</b> of the week.
		PPT Ch 3: Formatting Presentations			
		PPT Ch 4: Managing and Delivering Presentations			
12	<b>POWERPOINT &amp; ACCESS</b>				
	Mar 20	Access Ch 1: Getting started with Access	<b>On SIMnet:</b>	Assignment(s)	Due before <b>Sunday 5:00</b>

Week	Week Commencing	Topics	Readings & Assignments	Reality Check Exercises (RACE) One attempt Assignments	Due Date
		Access Ch 2: Working with Tables	2 Lessons 2 Exams/Quizzes 2 Projects		pm PST of the week.
13	ACCESS				
	Mar 27	Access Ch 3: Using Queries & Organizing Information	<b>On SIMnet:</b> 1 Lesson 1 Exam/Quiz 3 Projects	Assignment(s)	Due before <b>Sunday 5:00 pm PST</b> of the week.
		Access Ch 4: Working with Forms and Reports			
14	ACCESS & MODULE TEST				
	Apr 3	Access Module Test			
		Revision			
FINAL EXAMINATION PERIOD: Check the final exam schedule on the Langara website for the exact date and time. The college requires you to be available to sit in final examinations during this period. If you miss the final examination, you will receive an 'N' on your permanent academic transcript.					
14-16	Apr 10	Final Examination Period. Check <a href="#">website</a> . Statutory holiday. April 10. Campus closed.	<a href="#">Final Exam Policy</a>		
17	Apr 30	Last day of semester.			

### College Policies

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

- [E1003 - Student Code of Conduct](#)
- [E2006 - Appeal of Final Grade](#)
- [E2008 - Academic Standing - Academic Probation and Academic Suspension](#)
- [F1002 - Concerns about Instruction](#)
- [F1004 - Academic Integrity / Procedures](#)
- [F1005 – Assessment of Academic Progress](#)
- [F1008 – Student Attendance and Participation / Procedures](#)
- Or go to: <https://langara.ca/registration-and-records/policies-and-procedures/college-student-responsibilities.html>
- Faculty of Management: [Remote Examination Procedures](#)