Applied Computer Applications (ACA)

Associate Certificate Part-time School of Computing and Academic Studies

Overview

Note: This program is under review and will not accept applications until further notice. For more information, please contact cstflex@bcit.ca. Please review the Applied Computer Information Systems (ACIS) Associate Certificate [1] for similar learning outcomes, depending on the electives chosen.

Delivery: blended. See details.

ACA was designed for those who want an expert level understanding of using a Windows 11 PC and the most current versions of MS Office.

Using a personal computer in an office environment typically requires proficiency in using a Windows PC, word processing, spreadsheets, databases and presentations. Elective options include technical presentations, written and verbal communication skills, as well as an overview of project management and reporting tools.

This hands-on program from BCIT Computing [2] provides expert level training starting with COMP 1002 [3] -Applied Computer Concepts.

Students are shown how to set-up and configure a **Windows 11 PC**, manage files on a network, protect data and keep the system updated.

Participants then proceed to **MS Word** or **Excel** then **PowerPoint**, plus an **Introduction to Web Development.**

Elective options include: IT Project Management, Crystal Reports, plus an Introduction to Business and Technical Communication.

Graduates of the **ACA** Associate Certificate may also choose to continue on to the Applied Web Development, [4] **AWD** Associate Certificate.

Entrance Requirements

Note: This program is under review and will not accept applications until further notice. For more information, please contact cstflex@bcit.ca. Please review the Applied Computer Information Systems (ACIS) Associate Certificate [5] for similar learning outcomes, depending on the electives chosen.

Program Entry:

BC High School Grade 12 English or equivalent knowledge.

Students in this program are required to have English reading, writing and speaking skills.

Specific prerequisites or equivalent knowledge are required for each course.

Please Note: COMP 1002 – Applied Computer Concepts [6] is the starting point for those looking to become computer literate PC power users. This comprehensive course is core to this credential and a prerequisite for any of the higher level COMP courses, including all of the MS Office application courses.

ACA is a stand-alone program with a focus on MS Office. Students completing **ACIS** will not be approved in **ACA** due to topic duplication with MS Windows, Word, Excel, PowerPoint, Web Development and Communication.

Those planning to move on the CSC and CST FLEX Diploma should complete **ACIS** and not **ACA.**

International applicants

This program is not available to international students. View available programs [7]

Program declaration

Declaring your Flexible Learning (Part-time Studies) program ensures that BCIT is aware of your intent to complete a program as it is currently outlined and provides you the opportunity to apply for transfer credit.

To submit your declaration:

- Answer all questions completely.
- If required, convert transcripts and documents to PDF files [8] .
- Have a credit card ready to pay the application fee.

Upon approval, a program plan letter will be sent to you confirming your program of study. Please allow approximately eight weeks for processing.

Learn more about program declaration [10]

Prior Learning Assessment & Recognition (PLAR)

Use your knowledge and skills learned outside recognized programs - including on-the-job experience, or self study - to gain exemption for specific courses. PLAR relies on an assessment of the student, on a course-by-course basis via an exam, for the course being challenged, if available. For more information on PLAR exams, please email the department: **cstpts@bcit.ca**

Costs & Supplies

All Computing Flexible Learning programs are course-by-course registration.

Course tuition and textbooks for this program will cost approximately $4,000 depending on electives chosen. Specific textbooks are required, and some COMP courses also have lower-cost eBook options.

Students register and pay for available courses online, by clicking on the green block 'Add to Cart'.

Follow the directions to obtain a BCIT student number if you do not already have one.

Financial assistance

Financial assistance may be available for this program. For more information, please contact Student Financial Aid and Awards [11] .

Courses

NOTE:

Not all Flexible Learning courses are offered every term.

COMP 2252 will only be offered in the January and September terms

Register early to avoid disappointment, some courses fill weeks in advance.

Program matrix

Check current availability of courses [12] for this program.

Required courses (13.0 credits):		Credits
COMP 1002 [13]	Applied Computer Concepts	3.0
COMP 1850 [15]	Introduction to Web Development	3.0
COMP 2364 [17]	Microsoft Excel	3.0
COMP 2369 [19]	Microsoft Word	3.0
COMP 2384 [21]	Microsoft PowerPoint	1.0
Complete a minimum of 4.5 credits from the following list of electives:		Credits
XCOM 3840 [23]	Technical Presentations	1.5
COMP 1288 [25]	IT Project Management Fundamentals	1.5
COMP 1370 [27]	Microsoft Access Fundamentals	1.5
COMP 2252 [29]	SAP Crystal Reports	3.0
and/or one of the following:		
COMM 1103 [31]	Introduction to Business and Technical Communication	3.0
or		
COMM 1106 [33]	Introduction to Business and Technical Communication (With Language Development Component)	3.0
Total Credits:		17.5

Check current availability of courses [35] for this program.

***Note:** You may not claim duplicate credits for the same courses/topics, for different versions of the same subject, applications or the operating system.

Transfer credit

Do you have credits from another BC/Yukon post-secondary school? Do you want to know if they transfer to courses here at BCIT? Check out BCIT's Transfer Equivalency Database [36] to find out.

Program Details

Computer hardware and Internet requirements

Students must provide a current model PC desktop or laptop with a webcam, microphone and have high-speed internet access. COMP courses may use two-way audio and video as well as group work outside of class.

Participants must be computer literate in order to participate and complete each COMP course. Please contact the department via email: cstflex@bcit.ca if you have any questions.

ACA may be completed with as few as 7 courses, however, delivery was designed for 1-2 courses per term. Due to prerequisites and scheduling, it is typically not possible to complete this part-time program in less than 3 terms, at night and on weekends.

Note: Flexible Learning was not designed for full-time delivery or for those on funding timelines. Students planning to work toward the CSC and CST FLEX Diploma must complete **ACIS** and not **ACA.**

A minimum of 17.5 credits must be chosen from the 'Required and Elective' sections below. All courses must be completed successfully within a five-year period. We constantly update our curriculum to reflect market trends in the industry.

Our MS Office "COMP" courses are delivered by certified Microsoft subject matter experts who use real-world examples with hands-on exercises and significant homework.

Our credit courses are typically 12 lessons each, most courses are 12 or 6 weeks long.

NOTE: Compressed 6-week courses are twice as much work in half the time. Attendance in every lesson is mandatory, missing even one day places students at risk for failure. Missing 2 weeks equates to over 33% of the 6-week compressed course material. Absences of 20% or more may result in forced withdrawal from these compressed courses.

Courses Less Than 4 Weeks:
Our intensive 2-week delivery of 3 credit COMP courses are not currently offered in online delivery. When this format is re-offered, it is not suited for most students, unless they have prior knowledge of the material. **WARNING:** These sections include the same content as a 12-week course.

Attendance and participation in class for 3.5 hours every day for 10 days is required. Students must allocate an additional 5+ hours per day for labs and homework in this intensive 2-week delivery format.

Do not attempt these intensive 2-week sections with any other concurrent course or program.

Program delivery

Blended: This program is delivered partly on campus and partly online.

Program location

Courses may be offered at the following locations:

Burnaby Campus [37]
3700 Willingdon Avenue
Burnaby, BC

Downtown Campus [38]
555 Seymour Street
Vancouver, BC

Online Learning [39]

Program abandonment

- Students approved for a Flexible Learning (Part-time Studies) program are expected to register and complete courses on a continuous basis.

- A student that has not completed a course from their approved program of study over a period of three consecutive academic terms will be considered to have abandoned the program.

- Throughout the duration of the program, a student is permitted a maximum of five academic terms where they are not required to register and complete a course from their approved program of study. Students who exceed the five term maximum will be considered to have abandoned the program.

- Students who have abandoned their approved program of study and wish to be reinstated will be required to apply for program approval for a current credential. BCIT cannot guarantee that courses taken prior to this reapplication will be credited towards the current credential.

BCIT Policy 5103 - Student Evaluation [PDF] [40] permits a maximum of three attempts to successfully complete each course within a credential.

Graduating & Jobs

Apply for graduation

Upon successful completion of all program requirements, complete an Application for BCIT Credential [PDF] [41] and submit it to Student Information and Enrolment Services.

Allow approximately six to eight weeks for processing.

All financial obligations to the Institute must be met prior to issuance of any credential.

Faculty, Advisors & Staff

The **ACA** associate certificate program was developed in conjunction with subject matter experts by Kevin Cudihee, Program Head for BCIT Computing Flexible Learning and Industry Training.

Required courses were developed and delivered by: Fraser Robertson, Diana Gerrard, Julie Neibel, Jeffrey Parker and Joanne Atha.

Elective courses were developed by Andre Coetzee, Cathy Michitsch and the Communication Department.

Administrative support is provided by Karen Lee.

Contact Us

Email: cstflex@bcit.ca

Programs and courses are subject to change without notice.

List of links found on this page

This list includes all links found on this page for your reference.

[1] https://www.bcit.ca/programs/applied-computer-information-systems-acis-associate-certificate-part-time-6992acert/
[2] https://www.bcit.ca/computing-academic-studies/computing/part-time-studies/
[3] https://www.bcit.ca/study/courses/comp1002
[4] https://www.bcit.ca/programs/applied-web-development-associate-certificate-part-time-6957acert/
[5] https://www.bcit.ca/programs/applied-computer-information-systems-acis-associate-certificate-part-time-6992acert/
[6] https://www.bcit.ca/study/courses/comp1002
[7] https://www.bcit.ca/international-applicants/
[8] https://www.bcit.ca/admission/how-to-apply/submitting-transcripts-supporting-documents/#documents
[9] https://apply.educationplannerbc.ca/bcit
[10] https://www.bcit.ca/admission/how-to-apply/program-declaration/
[11] https://www.bcit.ca/financial-aid/
[12] https://www.bcit.ca/courses/comm1103,comm1106,comp1002,comp1288,comp1370,comp1850,comp2252,comp2364,comp2369,comp2384,xcom3840/
[13] https://www.bcit.ca/courses/applied-computer-concepts-comp-1002/
[14] https://www.bcit.ca/outlines/comp1002/
[15] https://www.bcit.ca/courses/introduction-to-web-development-comp-1850/
[16] https://www.bcit.ca/outlines/comp1850/
[17] https://www.bcit.ca/courses/microsoft-excel-comp-2364/
[18] https://www.bcit.ca/outlines/comp2364/
[19] https://www.bcit.ca/courses/microsoft-word-comp-2369/
[20] https://www.bcit.ca/outlines/comp2369/
[21] https://www.bcit.ca/courses/microsoft-powerpoint-comp-2384/
[22] https://www.bcit.ca/outlines/comp2384/
[23] https://www.bcit.ca/courses/technical-presentations-xcom-3840/
[24] https://www.bcit.ca/outlines/xcom3840/
[25] https://www.bcit.ca/courses/it-project-management-fundamentals-comp-1288/
[26] https://www.bcit.ca/outlines/comp1288/
[27] https://www.bcit.ca/courses/microsoft-access-fundamentals-comp-1370/
[28] https://www.bcit.ca/outlines/comp1370/
[29] https://www.bcit.ca/courses/sap-crystal-reports-comp-2252/
[30] https://www.bcit.ca/outlines/comp2252/
[31] https://www.bcit.ca/courses/introduction-to-business-and-technical-communication-comm-1103/
[32] https://www.bcit.ca/outlines/comm1103/
[33] https://www.bcit.ca/courses/introduction-to-business-and-technical-communication-with-language-development-component-comm-1106/
[34] https://www.bcit.ca/outlines/comm1106/
[35] https://www.bcit.ca/courses/comm1103,comm1106,comp1002,comp1288,comp1370,comp1850,comp2252,comp2364,comp2369,comp2384,xcom3840/
[36] https://www.bcit.ca/admission/entrance-requirements/transfer-credit/
[37] https://www.bcit.ca/about/visit/campuses-directions/burnaby/
[38] https://www.bcit.ca/about/visit/campuses-directions/downtown/

[39] https://www.bcit.ca/flexible-learning/distance-online-learning/
[40] https://www.bcit.ca/files/pdf/policies/5103.pdf
[41] https://www.bcit.ca/files/records/pdf/appl_4_credential.pdf
[42] https://www.bcit.ca/international-students/
[43] https://www.bcit.ca/financial-aid/
[44] https://secure.bcit.ca/sis/apply/