

BCPT119N : Software Applications

Students will learn basic to intermediate applications of end-user productivity software, this includes word processing, spreadsheet, presentation and relational database software. This course is taught using Microsoft Office and the Windows platform. Students using other platforms are encouraged to speak with the Program Coordinator to understand software challenges. Students using other platforms may need to use campus computers to complete some assignments.

Class Hours 2

Lab Hours 2 **Credits** 3