COLLEGE OF THE ROCKIES

Introduction to Data Processing – COMP 153
Business Administration Program/University Studies Program

Course Outline

COURSE IMPLEMENTATION DATE:	**Pre 1998**
OUTLINE EFFECTIVE DATE:	**September 2023**
COURSE OUTLINE REVIEW DATE:	**March 2028**

GENERAL COURSE DESCRIPTION:

This course allows students to develop knowledge and skills in the field of information technology. Students will explore the operation and application of professional productivity software. Students use four applications of the Microsoft Office 2019 suite: Word, Excel, Access and PowerPoint. The theory component develops a broad and general understanding of current computer technology, methods and models.

Program Information: This course can be used as either a required course or an elective in several programs. No program credit is granted for COMP 153 if COMP 154 is taken previously or concurrently. Refer to the College Program Guide for additional program information.

Delivery: This course may be delivered online or face to face.

COTR Credits: 3

Hours for this course: 60 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	15
Seminars / Tutorials	
Laboratory / Studio Hours	45
Practicum / Field Experience Hours	
Other Contact Hours	
15 weeks **Total**	60

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

Larry Maki, MA

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Signature

APPROVAL SIGNATURES:

Department Head   Dean of Business and University Studies
Erin Aasland Hall   Stephanie Wells
E-mail: aaslandhall@cotr.bc.ca   E-mail: Swells2cotr.bc.ca

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Department Head Signature   Dean Signature

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Valid from: September 2023 – March 2028

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Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

    Prerequisites: None

    Corequisites: None

    Flexible Assessment (FA):

    Credit can be awarded for this course through FA   ☑ Yes   ☐ No

> Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, challenge exam. Contact an education advisor for more information.

    Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit http://www.cotr.bc.ca/Transfer.

        Students should also contact an academic advisor at the institution where they want transfer credit.

    Prior Course Number: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the course outline effective date the following textbook was in use:

> The Illustrated Collection, Microsoft Office 365 & Office 2019, Mindtap Online Edition, Cengage|Mindtap

Please see the instructor's syllabus or check COTR's online text calculator [*https://textbook.cotr.bc.ca/*](https://textbook.cotr.bc.ca/) *for a complete list of the currently required textbooks.*

LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to

- explain basic information systems theory;
- apply computer hardware and software terminology correctly;
- develop word-processing, spreadsheet, presentation and database software knowledge at an intermediate level;
- demonstrate the object linking and embedding features in Microsoft Office;
- apply design principles to document creation;
- create documents, charts, spreadsheets, and graphic presentations; and
- analyze user needs and produce the desired results with the correct application.

COURSE TOPICS:

- Operating systems and file management
- Computer hardware
- Communications and networks
- The internet, the web, and electronic commerce
- Application software use and development
- Cloud technologies
- Specialized application software
- Artificial intelligence
- Privacy, security and ethics
- Databases
- Programming and languages
- Microsoft Office including Word, Excel, Access and PowerPoint

See instructor syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT:

Assignments	% Of Total Grade
Theory Component	
Midterm	20%
Final	20%
Laboratory Component	
Projects (Modules 1 through 9)	12%
Lab Exam: MS Word (Modules 1 and 2)	16%
Lab Exam: MS Excel and Integration (Modules 3, 4 and 5)	16%
Lab Exam: MS Access, PowerPoint and Integration (Modules 6, 7, 8 and 9)	16%
Total	100%

Please see the instructor syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments, and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	< 50

A grade of "D" grants credit, but may not be sufficient as a prerequisite for sequential courses.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. The instructor will endeavor to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.