



## Introduction To Data Processing – COMP 153

### Business Administration Program/Administrative Studies

### Course Outline

COURSE IMPLEMENTATION DATE:	Pre 1998
OUTLINE EFFECTIVE DATE:	September 2019
COURSE OUTLINE REVIEW DATE:	March 2024

**GENERAL COURSE DESCRIPTION:**

This course allows students to develop skills in the operation and applications of professional productivity software for the PC. Students use four applications of the Microsoft Office 2016 suite: Word, Excel, Access and PowerPoint. The theory component develops a broad and general understanding of current computer technology.

**Program Information:** This course can be used as either a required course or an elective in several University Studies programs. Refer to the College Program Guide for additional 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 <b>Total</b>	60

**Practicum Hours (if applicable):**

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

**Course Outline Author or Contact:**

Larry Maki, MA

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Signature

**APPROVAL SIGNATURES:**

Department Head  
Erin Aasland Hall  
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Darrell Bethune  
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Department Head Signature

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Dean Signature

EDCO

Valid from: September 2019 – March 2024

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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 textbooks were in use:

Theory: *Computing Essentials*, 2019, O’Leary & O’Leary, McGraw Hill Publisher

Lab: *Illustrated Microsoft Office 365 & Office 2016 Projects*, Carol Cram, Cengage learning

Please see the instructor’s syllabus or check COTR’s online text calculator

[http://www.cotr.bc.ca/bookstore/cotr\\_web.asp?IDNumber=164](http://www.cotr.bc.ca/bookstore/cotr_web.asp?IDNumber=164) for a complete list of the currently required textbooks.

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## **LEARNING OUTCOMES:**

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

- use word-processing, spreadsheet, presentation and database software at an intermediate level;
  - use the object linking and embedding features in Microsoft Office;
  - apply design principles to document creation; and
  - use computer hardware and software terminology
  - create documents, charts, spreadsheets, and graphic presentations
  - analyze user needs and produce the desired results with the correct application
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## **COURSE TOPICS:**

- Information technology, the internet, and you
- System software
- The system unit
- Input and output
- Secondary storage
- Communications and networks
- The internet, the web, and electronic commerce
- Basic application software
- Specialized application software
- Privacy and security
- Databases
- Programming and language
- Your future and information technology

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

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## EVALUATION AND ASSESSMENT:

Assignments	% Of Total Grade
<b>Theory Component</b>	
Midterm	20%
Final	20%
<b>Laboratory Component</b>	
Projects (Units A through I)	12%
Lab Exam: MS Word (Units A and B)	16%
Lab Exam: MS Excel and Integration (Units C,D, and E)	16%
Lab Exam: MS Access, PowerPoint and Integration (Units F, G, H and I)	<u>16%</u>
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.*

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## 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.

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## 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.

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## ACADEMIC POLICIES:

See [www.cotr.bc.ca/policies](http://www.cotr.bc.ca/policies) for general college policies related to course activities, including grade appeals, cheating and plagiarism.

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## **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.