Computer Applications in Business – COMP 154
Business Administration Program/University Studies Program

Course Outline

COURSE IMPLEMENTATION DATE:	**Pre 1998**
OUTLINE EFFECTIVE DATE:	**September 2021**
COURSE OUTLINE REVIEW DATE:	**April 2026**

GENERAL COURSE DESCRIPTION:

This course examines information systems theory and utilizes computer technology. Students will explore the application of technology in organizations. Students will investigate information systems, evaluate organizational needs, and develop effective solutions. Security, legal and ethical issues will be examined along with characteristics of professional administration. Microsoft Office applications, including Word, Excel, PowerPoint, Access and Outlook, will be utilized to create effective business artifacts and fulfill organizational needs.

Program Information: This course can be used as either a required course or an elective in several Business and University Studies Programs. Refer to the College Calendar for additional information.

Delivery: This course is delivered in both online and face-to-face formats.

COTR Credits: 3

Hours for this course: 75 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	30
Seminars / Tutorials	
Laboratory / Studio Hours	45
Practicum / Field Experience Hours	
Other Contact Hours	
Total	75

Practicum Hours (if applicable):

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

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Course Outline Author or Contact:

Lawrence Maki, Instructor

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Signature

APPROVAL SIGNATURES:

Department Head
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Dean of Business and University Studies
Darrell Bethune
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Department Head Signature

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Dean Signature

EDCO

Valid from: September 2021 – April 2026

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Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT

Prerequisites: Familiarity with Microsoft Office and basic computing skills, or COMP 153 are recommended

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: *Principles of Information Systems.* 14th Edition, Stair, Reynolds, 2020

Lab: *New Perspectives Microsoft Office 365 & Office 2019 Intermediate*, Patrick Carey, Katherine Pinard, Ann Shaffer, & Sasha Vodnik

Please see the instructor's syllabus or check COTR's online text calculator *http://go.cotr.bc.ca/tuition/tCalc.asp 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

- demonstrate a thorough knowledge of information systems in business applications;
- recognize and apply current and emerging technology systems and applications to critically and creatively solve business problems;
- explain the technical foundations of information technology;
- use Microsoft Excel as a business tool to record and store information, analyze and evaluate information for decision making, and prepare and present reports;
- use Microsoft Access as a business tool for organizing and storing information as well as preparing and presenting reports;
- use Microsoft Word as a tool to create documents for office use, use formatting techniques and presentation styles, organize and present data, and integrate information from other Microsoft Office programs;
- use Microsoft PowerPoint as a tool to create effective business presentations;
- use Microsoft Outlook for email communication, contact management, calendar functions and task management;
- effectively use information systems to make an effective contribution to the smooth running of any organization.

COURSE TOPICS:
- Information Systems in Organizations
- Hardware and Software
- Database Systems and Big Data
- Networks and Cloud Computing
- Electronic and Mobile Commerce
- Enterprise Systems
- Business Intelligence and Data Analytics
- Knowledge Management, Specialized Information Systems and Machine Learning
- Strategic Planning and Project Management
- System Acquisition and Development
- Information Security

- Ethical, Legal, and Social Issues of Information Systems
- Microsoft Office – Word, Excel, PowerPoint, Access and Outlook.

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

EVALUATION AND ASSESSMENT (Face to Face and Online Delivery):

Assignments	% Of Total Grade
Weekly Assignments	20%
Forum Participation	10%
Midterm	35%
Final Exam	35%
Total	100%

Please see the instructor's 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 that make up a final grade 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 endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.