



COMP-090 – Computer Applications – Provincial Level

College Preparation and Upgrading

Effective Term & Year: Fall 2026

Course Outline Review Date: 2031-03-01

Program Area: Upgrading for Academic and Career Entry

Description:

This course is designed to equip students with essential skills in computer application software through hands-on projects using Microsoft Windows and Microsoft 365. This course emphasizes critical thinking and problem-solving, preparing learners to navigate the expansive landscape of technology effectively.

Program Information:

Skills developed in COMP 090 will be useful in COMP 153 or any program at the College of the Rockies. This course qualifies for the BC Adult Graduation Diploma.

Delivery Methods: Directed/Guided Studies

Credit Type: ABE Credits

Credits: 0

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	90
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	

Other

Total	90
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Course Requisites:

- Completed or concurrently enrolled in at least 1 of the following:
 - [CMPS 11](#) – Composition 11
 - [LTST 11](#) – Literary Studies 11
 - [EFLS 11](#) – EFP Literary Studies and Writing 11
 - [ELNM 11](#) – EFP Literary Studies + New Media 11
 - [ENST 12](#) – English Studies 12
 - [ENFP 12](#) – English First Peoples 12
 - [ENGL080](#) – English – Advanced Level (0)
 - [ENGL090](#) – Provincial English: Literature-based (0)
 - [ENGL091](#) – English – Provincial Level (Technical & Professional English) (0)
 - [ENGL092](#) – English – Provincial Level (Essential English) (0)

Prior Learning and Recognition: Yes

Students are able to request formal recognition of their prior learning or experience outside the classroom. Challenge examination, portfolio-assisted assessment, work-based assessment or a combination of assessments that is appropriate to identify, assess, and recognize prior skills, competencies, and knowledge to achieve course credit. Tuition fees apply, refer to Policy [2.5.5 Prior Learning Assessment and Recognition \(PLAR\)](#) or contact an education advisor for more information

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferralberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrollment Service office.

Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date, course material included chapters from the following open educational resource (OER):

Bolling, T., Callahan, T., Mayfield, M., & McLemore, R. (2023). *Workplace software and skills*. OpenStax. <https://openstax.org/books/workplace-software-skills/pages/1-chapter-scenario>

Severance, C. (2016). *Python for everybody: Exploring data using Python 3* (1st ed.). CreateSpace Independent Publishing Platform.
https://do1.dr-chuck.com/pythonlearn/EN_us/pythonlearn.pdf

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

Learning Outcomes:

Goal Statement

The goals for the Provincial Level Computing Studies are:

- to develop problem solving/critical thinking skills utilizing computer application software as a tool. Towards this end, project work will be emphasized.
- to build on computer software skills and outcomes as described by the learning outcomes of the advanced level computing studies.

Learning Outcomes

These learning outcomes come from the 2026-2027 edition of the ABE Articulation Handbook under Computer Studies: Provincial Level – Computer Applications, located at [ABE Handbook – BC Transfer Guide](#)

Because of the wide and ever expanding nature of computing applications, it is both impossible and undesirable to include all outcomes in a single course. A computing studies course at the provincial level will consist of a minimum of two from the following categories:

Each topic will consider ethical point of views and students will complete a research activity for each topic.

1. Current Technologies

- effectively locate, evaluate, and use digital information and online resources
- demonstrate responsible, secure, and effective use of digital tools, communication methods, and data management practices

2. Publishing

- create, format, and present integrated digital content using appropriate design principles and productivity tools
- manage and manipulate text, graphics, and file formats to produce effective and professional publications

3. Advanced Spreadsheets

- create, manage, and analyze spreadsheet data using formulas, charts, and reporting tools
- design and customize spreadsheets to model, interpret, and project outcomes in applied contexts

4. Database Management

- design, create, and manage databases, including structures, queries, forms, and reports
- apply ethical and responsible practices in the use and management of data

5. Programming

- design, write, test, and debug programs using appropriate structures, data types, and control flow
- develop programs that process input, produce output, and perform basic data, mathematical, and graphical operations

Course Topics:

Topics from a minimum of two of the following categories will be used.

1. Current Technologies

- Efficient web searching and source analysis
- Email communication and security awareness
- Data management and system maintenance

2. Publishing

- Design and organize Word documents
- Integrate multimedia and manage files
- Use advanced document features and editing techniques

3. Advanced Spreadsheets

- Analyze data with charts and reports
- Utilize advanced features (formulas, macros) and customization

4. Database Management

- Design and maintain databases
- Formulate queries
- Address ethical considerations related to data handling

5. Programming

- Apply programming fundamentals and code structure
- Debug and write procedures

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

Evaluation and Assessments

Assessment Type: Directed/Guided Studies

Assessment Type	% of Total Grade
Journal Entries	10%
Quizzes	25%
Assignments and Projects	65%
Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=95	94-90	89-85	84-80	79-75	74-70	69-65	64-60	59-55	54-50	<50

Pass requirements:

A passing average (50% or higher) in both the theory and practical components.

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

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.1.4 Course Audit
 - Policy 2.4.1 Credential Framework
 - Policy 2.4.3 Students with Documented Disabilities
 - Policy 2.4.4 Student Rights, Responsibilities and Conduct
 - Policy 2.4.8 Academic Performance
 - Policy 2.4.9 Student Feedback and Concerns
 - Policy 2.4.11 Storage of Academic Works
 - Policy 2.5.3 Student Appeal
 - Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR)
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Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.