COLLEGE OF
THE ROCKIES

COMP-153 – Introduction to Data Processing

University Arts and Science

Effective Term & Year: Fall 2023
Course Outline Review Date: 2028-03-01

Program Area: Math and Sciences

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 Methods: On-campus (Face-to-Face), Online

Credit Type: College of the Rockies Credits

Credits: 3

Course type/s: Sciences

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	15

Seminar/Tutorials	
Laboratory/Studio	45
Practicum/Field Experience	
Co-op/Work Experience	
Other	
Total	60

Course Requisites:

None

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. 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://transferalberta.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 Columba or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook 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/
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 Assessments

Assessment Type: On-Campus (face-to-face)

Assessment Type	% of Total Grade
Theory Component Midterm	20%
Theory Component Final	20%

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

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	<50

Pass requirements: None

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 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

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.