



## COMP-153 – Introduction to Data Processing

University Arts and Science

**Effective Term & Year:** Fall 2024

**Course Outline Review Date:** 2029-03-01

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**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.

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**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.

**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	

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

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**Course Requisites:**

None

**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.

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**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 Columbia or elsewhere should go to the College of the Rockies Enrollment Service office.

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**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	12%

Laboratory Component Lab Exams:	48%
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

**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)

### 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.

