COLLEGE OF
THE ROCKIES

COMP-154 – Computer Applications in Business

University Arts and Science

Effective Term & Year: Fall 2022
Course Outline Review Date: 2026-04-01

Program Area: Math and Sciences

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

Credit Type: College of the Rockies Credits

Credits: 3

Course type/s: Business Management

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	30
Seminar/Tutorials	
Laboratory/Studio	45

Practicum/Field Experience	
Co-op/Work Experience	
Other	
Total	75

Course Requisites:

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

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 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 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:

- 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 Assessments

Assessment Type: On-Campus (face-to-face) and Online, or Hybrid

Assessment Type	% of Total Grade
Weekly Assignments	20%
Forum Participation	10%
Midterm	35%
Final Exam	35%
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.