



COMP-154 – Computer Applications in Business

University Arts and Science

Effective Term & Year: Winter 2026
Course Outline Review Date: 2031-09-01

Program Area: Math and Sciences

Description:

In this course, students will explore how organizations use information systems and computer technology to solve business problems. Students will investigate information systems, evaluate organizational needs, and develop effective solutions. Course activities will apply key principles of security, ethics, and professional administration in real-world business contexts. Students will also build practical skills with Microsoft Office applications—Word, Excel, PowerPoint, Access, and Outlook—to create professional business documents, manage data, and communicate effectively within organizational settings.

Program Information:

This course can be used as either a required course or an elective in several Business Management and University Arts & Science Programs. Refer to the Academic 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, Sciences

Instructional Activity and Hours:

Activity	Hours
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Classroom, Directed Studies or Online Instruction	30
Seminar/Tutorials	
Laboratory/Studio	45
Practicum/Field Experience	
Co-op/Work Experience	
Other	
Total	75

Course Requisites:

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

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://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 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: Stair, R., Perew, M., & Vance, L. (2025). *Principles of information systems* (15th ed MindTap version). Cengage.

Lab: Cengage. (2022). *New Perspectives Microsoft Office 365 & Office 2021 Intermediate*. Cengage.

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 foundational knowledge of information systems and their role in business applications;
 - apply current and emerging technology tools to critically and creatively solve business problems;
 - use Microsoft Excel to organize, analyze, and present business data for decision-making;
 - use Microsoft Access to structure and manage data for preparing and presenting reports;
 - produce professional documents, presentations, and communications using Microsoft Word, PowerPoint, and Outlook; and
 - integrate information systems and Microsoft Office tools to support organizational efficiency and effectiveness.
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Course Topics:

- Information Systems in Organizations
- Strategic Planning
- Project Management
- Hardware and Software
- Databases and Data Management
- Business Intelligence: Big Data and Analytics
- Networks
- Electronic Commerce
- Enterprise Systems
- System Acquisition and Development
- Cloud Computing and the Internet of Things
- Artificial Intelligence and Automation
- Secure Information Systems
- Corporate and Individual Accountability: Ethical, Legal and Social Issues
- 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
Assignments	20%
Discussion Posts	10%
Midterm Exam	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

No pass requirements available.

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.