



# Grande Prairie Regional College

## Department of Business

HP 2290 3(0-0-3)

Computer Applications for Hospitality & Tourism

Course Outline Winter 2010

T TH 1:00- 2:20 A307

**Instructor** Cara Leaf

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**Office Hours** T TH 8:30-9:50  
W 11:30-12:50  
(or by appointment)

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### **Prerequisite(s):**

BA 1150 or consent of the instructor

### **Required Text/Resource Materials:**

Joanne Arford, Judy Burnside., *Advanced Word 2007 Desktop Publishing*. St. Paul, MN,: Paradigm Publishing Inc. 2005.

2 standard file folders, USB drive, binder, note paper, pens

### **Description:**

This is a practical introduction to computer applications and software required in the hospitality and tourism management sector. Students will develop basic working knowledge of systems for hotel and accommodations management, food and beverage operations, front and back office management, and travel. The course will cover types of computer hardware, applications and operations software, and the evaluation and selection of computer systems. Presentation and database management concepts will also be reviewed.

### **Credit/Contact Hours:**

45 contact hours

**Delivery Mode(s): Lecture/Lab**

Lecture/Lab

**Objectives:**

The student will:

1. understand the desktop publishing process
2. apply desktop publishing design concepts
3. prepare internal business documents
4. create promotional documents
5. create brochures, booklets, specialty documents
6. produce an effective news release
7. create flyers, brochures, and newsletters using Microsoft Publisher
8. create an interactive Web site using Microsoft Publisher
9. create worksheets and chart data using Microsoft Excel
10. manage and analyze Excel workbooks and data
11. use functions and tables in Microsoft Excel
12. plan, design and create presentations integrating different Microsoft Office software

**Grading Criteria:**

Daily attendance is essential! Most concepts are covered in class time, however not all assignments can be completed in class time. Students are responsible for completing assignments outside of class time when necessary. If you are ill have a classmate inform you of the work covered that day. More than 3 missed classes may result in a recommendation of “Debarred from Exam.” (See College calendar, p. 29)

Assignments	30%
Tests & Quizzes	30%
Professionalism	10%
Final Exam	30%

**Course Schedule/ Tentative Timeline:**

<u>Week</u>	<u>Topic</u>	<u>Required Reading</u>
1.	Course Outline Course Policy	Purchase Text
2	Understanding the DTP Process Preparing Internal Documents	Ch. 1 Ch. 2
3	Creating Promotional Documents	Ch. 5
4	Creating Brochures & Booklets	Ch. 6
5	Creating Specialty Promotional Documents	Ch. 7
6		
7	Introducing Microsoft Publisher 2007	Ch. 11
8	Microsoft Publisher & Web Pages	Handouts
9	Microsoft Publisher & Web Pages	Handouts
10	<b>WINTER BREAK</b>	
11	Creating Presentations Using PowerPoint 2007	Ch. 12
12	Creating a Worksheet & Charting Data with Excel 2007	Handouts
13	Managing Workbooks & Analyzing Data	Handouts
14	Using Functions & Tables	Handouts
15	Crafting an effective News Release	Handouts

**Statement on Plagiarism:**

The instructor reserves the right to use electronic plagiarism detection services. Please ensure you read and understand the college policy on plagiarism as published in the Calendar.

### Grading Conversion Chart

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>