



# Grande Prairie Regional College

## School of Business

### Department: Hospitality and Tourism

#### HP 2290 3(0-0-3)

#### Computer Applications for Hospitality & Tourism

<b>Instructor</b>	Kelly Coulter	<b>Phone</b>	539-2829
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<b>Office Hours</b>	Monday 11:30 – 12:50 Wednesday 8:30 - 1130 Or by appointment		

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**Prerequisite** BA1150 or consent of instructor.

**Session Details** M 4:20 – 7:30

**Text:**

**Delivery Mode** Lecture/Lab and Job Placement  
The last third of the course will be on-site practicum where the student will be placed for 10 hours with a hotel (2 hrs/day x 5 days), 10 hours with a food and beverage operation, and 10 hours with a travel operation.

**Supplies:**  
5 file folders  
5 disks  
1 USB drive

**Course Descriptions:** 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 be reviewed.

**Course Objectives:**  
Upon exit the student will:

1. Work confidently with spreadsheet and database management software.
2. Be able to assess the software requirements of a hospitality business.
3. Be able to design a simple database for a small business.
4. Be familiar with the types of enterprise software used in the hospitality industry.

**COURSE  
POLICY:**

5. Attendance is mandatory; if you are ill you must notify your instructor the morning of your absence by telephone or email.
6. More than 3 missed classes may result in a recommendation of "Debarred from Exam." (See College calendar, p. 40)
7. If you miss an exam or quiz, there are no make-ups. In special cases of illness (instructor notified) the exam percentage of the missed exam may be added onto your final exam.
8. All major assignments must be completed in order to complete this course.

**GRADING:**

Module 1	Assignments	15%
	Exam	20%
Module 2	Assignments	15%
	Exam	20%
Practicum 1		10%
Practicum 2		10%
Practicum 3		10%

**Grading Criteria:**

Grades will be assigned on the Letter Grading System.

**Grading Conversion Chart**

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

**PLAGIARISM:**

**The penalty for plagiarism is SEVERE! It can consist of EXPULSION from the program and the institution or receiving and grade of one in the course. DON'T DO IT!!!**