



Grande Prairie Regional College

Department of Business

COURSE OUTLINE – Winter 2008

HP 2290 3(0-0-3)

Computer Applications for Hospitality & Tourism

Instructor Kelly Coulter

Phone 539-2824 (office)

Office C415

E-mail kcoulter@gprc.ab.ca

Office Hours M-W 10:00 – 12:00

Class: M – 2:30 – 5:20 A305

Prerequisite(s)/corequisite(s):

BA 1150 or consent of instructor

Required Text/Resource Materials:

Excel 2007 Advanced Functions, Stella Gardinio, Logitell Publishing, 2008

Access 2007 Brief Go Series, Gaskin & Marks, Pearson Prentice Hall Publishing, 2007

Supplies:

USB Drive

5 Manila file folders and labels

Description:

This is a practical introduction to computer applications and software skills 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.

Objectives:

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.

Credit/Contact Hours:

This is a 3 credit course with 5 hours per week; all of which occur in the computer lab.

Delivery Mode(s):

The course work includes a combination of lectures and labs and possible off campus visits. This course will cover a large volume of material. Students are expected to attend all classes and unless it is unpreventable, to be in class on time. For some students, the material will be completely new, while others will have a background in various aspects of the material presented. 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, please call your instructor and have a classmate inform you of the work covered that day.

Grading Criteria:

The grading system employed in this course will be:

Module 1	Assignments	15%
Exam		20%
Module 2	Assignments	15%
Exam.....		20%
Projects		30%

Department of Business

Grading Conversion Chart

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

Statement on Plagiarism:

Plagiarism will not be tolerated. Please ensure you read and understand the College policy on plagiarism as published in the Calendar. The penalty for plagiarism is SEVERE. It can consist of EXPULSION from the program and institution or receiving a grade of ZERO on a course. If you have any questions as to whether or not you might be violating this policy, please discuss this with your instructor before you submit your assignment. The instructor reserves the right to use electronic plagiarism detection services.