



EFFECTIVE: SEPTEMBER 2002

CURRICULUM GUIDELINES

A: Division: **Instructional** Date: **November 2001**
B: Department/ **Commerce & Business Admin.** New Course Revision
 Program Area: **Hotel and Restaurant Management**
 If Revision, Section(s) Revised: **H**
 Date Last Revised: **2000-01: H**
1996-03: new course

C: HORM 120 D: Introduction to computers E: 3

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This course will provide a general introduction to computers, applications software, hardware and computer systems. Emphasis will be placed on computer literacy topics such as hardware, software, operating systems, data communications, applications software and information systems. Assignments will relate to tourism and hospitality management.		
G: Allocation of Contact Hours to Types of Instruction/Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Lecture and Seminars Number of Contact Hours: (per week / semester for each descriptor) Lecture: 2 Hrs. Seminar: 2 Hrs. Number of Weeks per Semester: 15 Weeks X 4 Hours Per Week = 60 Hours	H: Course Prereq	
	I: Course Corequisites: nil	
	J: Course for which this Course is a Prerequisite: HORM 250	
	K: Maximum Class Size: 35	
L: PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer: Requested <input type="checkbox"/> Granted <input type="checkbox"/> SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)		

M: Course Objectives/Learning Outcomes

1. explain the fundamental concepts of computer hardware and software;
2. analyze a problem, decide whether it can or should be solved by a computer, and provide an appropriate solution;
3. recognize the major components of software applications in the areas of: spreadsheets, database management, graphics, data communications, word processing and desktop publishing;
4. use software packages in word processing, spreadsheet, database management, graphics;
5. issue operating system commands through the Windows environment;
6. recognize the computer information system life-cycle.

N: Course Content

1. History of computing.
2. Introduction to computer hardware and software.
3. Computers as a tool: Helping people solve problems.
4. Computer technology: Microcomputers, minicomputers, mainframes, supercomputers.
5. Operating system concepts.
6. Numbering systems and computer's internal data representation.
7. Internet and E-mail using a Windows-based graphical user interface.
8. Applications software: development tools, spreadsheets, databases, word processing, graphics, data communications, desktop publishing.
9. Spreadsheet software basics: worksheet environment, entering data/formulas, editing, cell references, recalculating formulas, designing templates, "what if" analysis, graphics.
10. Database software basics: system environment, creating structure, displaying records, sorting records, manipulating records, report generation, query facility.
11. Word processing software basics: system environment, features and functions, editing, formatting, printing options, search/replace and block commands.
12. Current topics.

<p>O: Methods of Instruction</p> <p>The concepts of computers will be discussed in class and the students will complete "hands on" assignment/exercises in the computer lab.</p>												
<p>P: Textbooks and Materials to be Purchased by Students</p> <p>Capron, H.L. <u>Essentials of Computing</u>, Latest Ed. Addison-Wesley.</p> <p>Belisle, et al. <u>Microsoft Office Project for Windows</u>, Latest Ed. Benjamin/Cummings Publishers.</p>												
<p>Q: Means of Assessment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Assignments</td> <td style="text-align: right;">20%-30%</td> </tr> <tr> <td>Mid-term examination</td> <td style="text-align: right;">25%-30%</td> </tr> <tr> <td>Final examination</td> <td style="text-align: right;">25%-30%</td> </tr> <tr> <td>Participation</td> <td style="text-align: right;">0%-10%</td> </tr> <tr> <td>Quizzes</td> <td style="text-align: right;"><u>10%-20%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table> <p>STUDENTS MUST COMPLETE <u>ALL</u> COMPONENTS OF THE COURSE TO OBTAIN CREDIT FOR THE COURSE.</p>	Assignments	20%-30%	Mid-term examination	25%-30%	Final examination	25%-30%	Participation	0%-10%	Quizzes	<u>10%-20%</u>		<u>100%</u>
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	<u>100%</u>											
<p>R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR</p> <p>No.</p>												

Course Designer(s): Mark Elliott	Education Council/Curriculum Committee Representative
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Dean/Director: Jim Sator	Registrar: T. Angus
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