

A: Division: **INSTRUCTIONAL** Date: **MARCH 1996**  
 B: Faculty: **COMMERCE AND BUSINESS ADMINISTRATION** New Course: **X**  
 Program: **HOTEL AND RESTAURANT MANAGEMENT** Revision of Course Information form:

C:           **HORM 120**           D:           **INTRODUCTION TO COMPUTERS**           E:           **3**            
 Subject & Course No. Descriptive Title Semester Credit

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.	Summary of Revisions:
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G: Type of instruction: Hrs per week

Lecture:	2	Hrs.
Laboratory:		Hrs.
Seminar:	2	Hrs.
Clinical Experience:		Hrs.
Field Experience:		Hrs.
Practicum:		Hrs.
Shop:		Hrs.
Studio:		Hrs.
Student Directed Learning:		Hrs.
Other (Specify):		Hrs.
*:		Hrs.
<b>Total:</b>	<b>4</b>	<b>Hrs.</b>

H: Course Prerequisites:  
**ENGL 12 with a grade of C+ or better and MATH 11**

I: Course Corequisites:  
**nil**

J: Course for which this Course is a Prerequisite:  
**HORM 250**

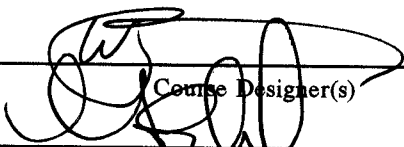
K: Maximum Class Size:  
**35**

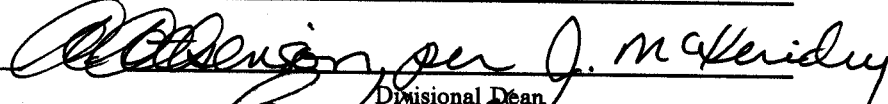
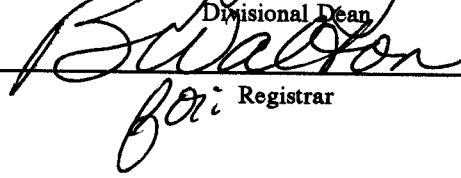
L: College Credit Transfer   
 College Credit Non-Transfer   
 Non-Credit

M: Transfer Credit: Requested:   
 Granted:

Specify Course Equivalents or Unassigned Credit as appropriate:

BCOU  
 SFU  
 UBC  
 UNBC  
 UVIC  
 Other:

  
 Course Designer(s)  
 Director/Chairperson

  
 Divisional Dean  
  
 Registrar

**N: TEXTBOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS**

Capron, H.L. Essentials of Computing, Latest Ed. Addison-Wesley.

Belisle, et al. Microsoft Office Project for Windows, Latest Ed. Benjamin/Cummings Publishers.

**O. COURSE OBJECTIVES**

The student will be able to:

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.

**P. 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.

### **Q. METHOD OF INSTRUCTION**

The concepts of computers will be discussed in class and the students will complete "hands on" assignment/exercises in the computer lab.

### **R. COURSE EVALUATION**

Assignments	20 %-30 %
Mid-term examination	25 %-30 %
Final examination	25 %-30 %
Participation	0 %-10 %
Quizzes	<u>10 %-20 %</u>

100%

**STUDENTS MUST COMPLETE ALL COMPONENTS OF THE COURSE TO OBTAIN CREDIT FOR THE COURSE.**

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