



**Course Name:  
Computer Applications in the Resort Environment**

**Course No.:  
RES234**

## **I. COURSE DESCRIPTION:**

This course will continue to develop a more in depth implementation of the various aspects of a multimedia computer as introduced in the preceding course. Students will work with various computer applications and web tools to become computer proficient in the resort environment. Students will continue improving their design and development skills using a variety of multi-media presentation tools. They will use these tools and applications in the training and management of the hotel and resort environment. Further, students will learn about website design for internet promotion and develop the skills required to produce hospitality marketing brochures and materials.

## **II. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE:**

(Generic Skills Learning Outcomes placement on the course outline  
Will be determined and communicated at a later date)

### **LEARNING OUTCOMES**

- 1. Create Web Material using a variety of tools such as HTML, Netscape Composer and FrontPage 2000.**
- 2. Demonstrate the use of Spreadsheets and how you can incorporate within other documents.**
- 3. Demonstrate the use of Databases and incorporate them with other documents.**
- 4. Design and develop a variety of resort related promotional material that integrates the various products, tools and techniques learned.**
- 5. Produce and present a final project that will include a resort oriented web site and other promotional material.**

**LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE(Continued):**

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Upon successful completion of this course, the student will:

1. **Create Web Material using a variety of tools such as HTML, Netscape Composer, web editors and FrontPage 2000.**

***Potential Elements of Performance:***

- **Understand basic HTML commands and use Notepad to create web pages**
- **Use a variety of tools and techniques to improve the delivery of web material.**
- **Learn and apply a variety of web techniques**
- **Integrate web material created with Microsoft Office Products.**

***This learning outcome will constitute 20% of the course's grade. (Possible weighting strategy).***

2. **Demonstrate the use of Spreadsheets and how you can incorporate within other documents.**

***Potential Elements of Performance:***

- **Create and save a simple spreadsheet**
- **Work with formulae**
- **Work with absolute and relative cell references**
- **Work with various graphic images created by spreadsheets**
- **Incorporate spreadsheets and their associated graphics within other Microsoft documents**
- **Save spreadsheets as web pages**

***This learning outcome will constitute 20% of the course's grade. (Possible weighting strategy).***

3. **Demonstrate the use of Databases and incorporate them with other documents.**

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***Potential Elements of Performance:***

- **Create and design simple databases and tables**
- **Implement data relationships and create queries and reports on data**
- **Integrate databases with other Microsoft products**
- **Produce mail-merge documents using databases**
- **Create a simple web interface to a database**

***This learning outcome will constitute 20% of the course's grade. (Possible weighting strategy).***

- 4. Design and develop a variety of resort related promotional material that integrates the various products, tools and techniques learned.**

***Potential Elements of Performance:***

- **Use the products learned to develop resort promotional material**
- **Integrate the necessary Microsoft products to create effective multimedia presentations**

***This learning outcome will constitute 20% of the course's grade. (Possible weighting strategy).***

- 5. Produce and present a final project that will include a resort oriented web site and other promotional material.**

***Potential Elements of Performance:***

- **Save Word Documents and templates as web pages**
- **Save PowerPoint presentations as interactive and static web pages**
- **Save Excel Spreadsheets as web pages**
- **Integrate Databases with a Web Site**
- **Present the final project**

***This learning outcome will constitute 20% of the course's grade. (Possible weighting strategy).***

**III TOPICS TO BE COVERED**

**\* Note: These topics sometimes overlap several areas of skill**

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development and are not necessarily intended to be explored in isolated learning units or in the order below.

<u>TOPICS</u>	<u>WEEKS</u>
CREATE WEB MATERIAL	3
SPREADSHEETS	3
DATABASES	3
CREATE PROMOTIONAL MATERIAL	3
FINAL PROJECT	3

**IV REQUIRED RESOURCES/TEXTS/MATERIALS:**

**CONTINUED USE OF THE PREVIOUS COURSE TEXT:**  
**“QUICK, SIMPLE MICROSOFT OFFICE” By Linda Erickson**

**10 (1.44 Meg) 3 ½ inch floppy disks**  
**Online Help**  
**Internet Research**  
**Lecture Notes and Printed Handouts**

**V EVALUATION PROCESS/GRADING SYSTEM**

**Tentative Breakdown\*:**

**The marks for this course will be arrived as follows:**

- Tests / Quizzes 40%**
- Assignments 30%**
- Major Project 20%**
- Attendance / Professionalism 10%**

\* Some Minor modifications to the above percentages may be necessary. The professor reserves the right to adjust the mark up or down 5% based on attendance, participation, leadership, and creativity and whether there is an improving trend.

**V EVALUATION PROCESS/GRADING SYSTEM (Continued)**

**ATTENDANCE:**

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- In order to remain up to date with the delivery of course material students will be required  
To do the following:
  - Be present for each class.
  - Report to class within 5 minutes of the scheduled start time.
  - Bring the required course text and resource materials.
  - Sign the class attendance book at the beginning of each class.
- Any student who is absent for 3 or more times without any valid reason or effort to resolve the problem will result in either of :
  - a) marks being deducted
  - b) his / her removal from the course.

### **ASSIGNMENTS**

- All Assignments must be completed satisfactorily to complete the course.
- Assignments will not be accepted past the designated due date unless there are documented, legitimate circumstances.

### **TESTS**

- The professor reserves the right to adjust the number of tests, practical tests and quizzes. Students will be given prior notice to any changes.
- All course material (electronic lessons, classroom lectures, printed handouts etc...) are subject to evaluation and may be used in the creation of tests and quizzes. If not in class at the time of their delivery it will be the student's responsibility to obtain the information.
- Written tests will be conducted as deemed necessary; generally at the end of each block of work, and will be announced in advance.
- Quizzes may be conducted without advance warning.
- Students who are absent on the day of a test or quiz will be marked absent and given a failing grade for the evaluation.
- Students who provide a signed written statement that explains their absence (to the satisfaction of the course professor) will be granted a one time opportunity to write the missing test or quiz.

## **V EVALUATION PROCESS/GRADING SYSTEM (Continued)**

### **GRADING SCHEME**

**A+ 90 – 100% Outstanding Achievement**

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- A** 80 - 89% Excellent achievement  
**B** 70 - 79% Average Achievement  
**C** 60 - 69% Satisfactory Achievement  
**U** Incomplete: Course work not complete at Mid-term.  
(Only used at mid-term)  
**R** Repeat  
**X** A temporary grade that is limited to instances where special circumstances have prevented the student from completing objectives by the end of the semester. An X grade must be authorized by the Chairman. It reverts to an R if not upgraded in an agreed-upon time, less 120 days.

### **UPGRADE OF INCOMPLETE WORK**

- When a student's course work is incomplete or below 55%, there is the possibility of upgrading to a pass when the student's performance warrants it. Attendance and assignment completion will have a bearing on whether upgrading will be allowed.
- The method of upgrading is at the discretion of the teacher and may consist of one or more of the following options:
  - assigned make-up work
  - re-doing assignments
  - re-writing of tests
  - writing a comprehensive supplemental examination.
- A failing grade will remove the option of any upgrading and an R grade will result.
- Where a student's overall performance has been consistently Unsatisfactory, an R grade may be assigned without the option of make-up work.

### **VI. SPECIAL NOTES:**

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**Special Needs:**

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

**Retention of course outlines:**

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

**Plagiarism:**

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

**NOTE:** The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and/or the class, as well as availability of resources. Substitute course information is available in the Registrar's office.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the instructor.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will -be required to provide a transcript and course outline related to the course in question.