



HA 170 - SYLLABUS

| Instructor Information | | |
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|  | Instructor: | Tim Foster |
| | Office Location: | Chat area Room 1 |
| | Office Hours: | By Appointment |
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This course is designed to introduce students to information processing principles, basic concepts of hardware and software, and generic software applications.

COURSE DESCRIPTION

Required text for course is  Galen R. Collins;

Cihan Cobanoglu; Tarun Malik: Hospitality Information Technology: Learning How To Use It, Kendall/Hunt Publishing Company: 2003 5th. Edition

- To learn about the basic concepts of hardware and software and distinguish system software from applications software.
- Describe the basic functions performed by generic applications software, such as word processing, electronic spreadsheets and graphics presentation programs.
- To identify and describe basic features of a complete computer system: input/output units, the central processing unit, and external storage devices.

COURSE OBJECTIVES

"Only the Curious will learn and only the resolute overcome the obstacles of learning. The quest quotient has always excited me

more than the intelligence quotient." Eugene Wilson

- To learn how to utilize a microcomputer and various software applications packages.
- To have a working knowledge of Word, Excel, PowerPoint and Access.
- To have a working knowledge of the Windows operating system.
- To have a working knowledge of the Internet and E-mail.

A group term project will be assigned. The purpose of the term project is to provide students with an opportunity to integrate their learning experiences from this class. This term project includes utilizing Word, Excel and PowerPoint Application. In addition these applications will be used in an integrated fashion.

TERM PROJECT

- **Assignments & Exams:** You will be completing the following individual assignments and Exams:

| Assignment or Quiz | Points Possible |
|------------------------------|-----------------|
| Chapter 1 | 10 |
| Chapter 2 | 10 |
| Chapter 3 | 10 |
| Computer History | 10 |
| Windows | 10 |
| Internet / E-mail | 30 |
| Word | 55 |
| Excel | 55 |
| PowerPoint | 25 |
| Access | 25 |
| FrontPage | 25 |
| Group Project | 100 |
| Participation Points | 100 |
| Quiz 1 | 50 |
| Quiz 2 | 50 |
| Final Exam | 100 |
| Total Points Possible | 665 |

GRADING

"Honesty is the first chapter of the book of wisdom." Thomas Jefferson

Calendar - Under the Course Menu is a class calendar. This calendar indicates the due dates for assignments and exams. It

can also be used to enter your personal activities if you wish. Consult the Help section on how to use the calendar.

- **Participation Points:** Class Participation every Wednesday
 - Includes Discussion Boards and Weekly E-mail.
 - **Term Project:** Your group will create a term project which will include: Word, PowerPoint and Excel 20%
 - **Grading Scale:** A= 90-100% B= 80-89% C= 70-79% D= 60-69% F= 0-59%
 - **Academic Integrity:** There is no acceptable excuse for academic dishonesty. Should such a situation occur, the student will receive a "F" for the assignment and possibly the course.
 1. [NAU Policies & Procedures](#)
 2. [Student Handbook On-line](#)
 3. [HRM Honor Code](#)
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