

COURSE OUTLINE		
<b>TERM:</b> Fall 2022	<b>COURSE NO:</b> TOUR 149	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE:</b> Computer Applications in Tourism	
<b>OFFICE:</b> LOCAL: <b>E-MAIL:</b> @capilanou.ca	<b>SECTION NO(S):</b>	<b>CREDITS:</b> 3.0
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lilwat7úl (Lil'wat), xʷmə ̓ ̓kʷəyəm (Musqueam), shísháhl (Sechelt), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) people on whose territories our campuses are located.

### COURSE FORMAT

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. This course may also be delivered in an online and mixed-mode format.

### COURSE PREREQUISITES/CO-REQUISITES

None

### CALENDAR DESCRIPTION

This course is designed to provide students with the necessary computer skills to communicate effectively in a professional environment. The course will cover creating complex MS-Word documents, building advanced Excel spreadsheets as well as designing and presenting PowerPoint presentations.

### COURSE NOTE

TOUR 149 is equivalent to REC 149 and BCPT 123. Duplicate credit will not be granted for this course and REC 149 or BCPT 123

### REQUIRED TEXTS AND/OR RESOURCES

Web resources: GCFLearnFree.org, MS Office Training Centre

### COURSE STUDENT LEARNING OUTCOMES

**On successful completion of this course, students will be able to do the following:**

LEARNING OUTCOMES
1. Discuss various aspects of communicating ideas clearly through electronic documents, spreadsheets, and presentations.
2. Improve readability of multi-page documents through a structure that is purposeful and clearly defined as well as a design that includes graphics, pictures, tables, and graphs.
3. Create electronic presentations implementing latest developments in the area and demonstrating effective use of graphics, WordArt, animation, and multimedia.

4. Apply the principles of building complex Excel formulas and design electronic spreadsheets to assist with quantitative and financial analyses.
5. Implement energy conservation practices, with a special emphasis on minimizing the paper printed and the energy needed to run computers on campus and at home.

**COURSE CONTENT**

<b>Date</b>	<b>Topic</b>	<b>Evaluation</b>
1	Course Intro. Lab procedures and internet security Computer Basics	
2	MS-Office and MS-Outlook basics Word Basics ( <i>layouts, saving, sharing, text basics</i> )	
3	Working with Text ( <i>indents, tabs, lists, links, breaks</i> ) Formatting Multi-Page Documents ( <i>page #s, styles, headers and footers</i> )	
4	Working with Objects ( <i>text wrapping, shapes, tables, charts</i> ) Reviewing Docs and Doing More ( <i>themes and mail merge</i> )	Quiz (Word)
5	Term Test 1 – Word Excel Basics ( <i>user interface, creating, opening and saving a workbook, cell basics, and simple formulas</i> )	Word assignment due
6	Complex Formulas ( <i>relative and absolute cell references, references to another worksheet or workbook</i> ) Referencing with Multiple Worksheets, Functions ( <i>Sum, Average, Min, Max, PMT and FV</i> ), and calculations using dates.	
7	Functions cont'd ( <i>Count, If, and Vlookup</i> ) Excel Basics ( <i>formatting rows, columns, and cells</i> )	
8	Working with Data ( <i>freezing panes, sorting, and filtering</i> ) Working with Data ( <i>groups, subtotals, and tables</i> )	Quiz (Excel)
9	Working with Data ( <i>charts and sparklines</i> ) Doing More ( <i>track changes and conditional formatting</i> )	Quiz (Excel)
10	Doing more with Excel ( <i>pivot tables what-if analyses and range names</i> ) Finalizing the assignment	Excel assignment due
11	Term Test 2– Excel Presentation Skills and PowerPoint Basics ( <i>user interface, creating, opening and sharing a presentation, slide basics</i> )	
12	PowerPoint Basics ( <i>text basics, applying themes and transitions, printing and presenting a slide show</i> ) Text & Objects ( <i>inserting and formatting pictures, shapes, and WordArt, animating text and objects</i> )	
13	Reviewing and Customizing Presentations ( <i>slide masters, hyperlinks, action buttons, and advanced options</i> ) More Objects ( <i>inserting audio, video, tables, and charts</i> )	Quiz (PPT)
14-15	Final Exam Period	Presentation due

**EVALUATION PROFILE**

Assessment	% of Final Grade
Word, PowerPoint and two Excel Quizzes - 7% each	28%
Word Assignment	6%
Term Test 1 (Word)	12%
Excel Assignment	6%
Term Test 2 (Excel)	30%
PowerPoint Presentation	6%
Final Test (PowerPoint)	12%
Total	100%

**GRADING PROFILE**

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

**Incomplete Grades**

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

**Late Assignments**

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

**Missed Exams/Quizzes/Labs etc.**

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

**Attendance**

Students are expected to attend all classes and associated activities.

**English Usage**

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

**Electronic Devices**

Students may use electronic devices during class for note-taking only.

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

**UNIVERSITY OPERATIONAL DETAILS****Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

**Capilano University Security: download the [CapU Mobile Safety App](#)**

**Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

**Academic Integrity (S2017-05)**

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

### **Emergency Procedures**

Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

### **DEPARTMENT OR PROGRAM OPERATIONAL DETAILS**

See Course Syllabus