

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix Number: HRI 159

Credits: 3

Course Title: Introduction to Hospitality Industry Computer Systems

Course Description: Familiarizes students with computerized information technology to manage information, support decision-making and analysis, improve processes, increase productivity and enhance customer service in the hospitality industry. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

General Course Purpose: A requirement for the Hospitality Management and Culinary Arts AAS degrees, this course consists of the study of computer applications in food service and lodging operations, providing laboratory practice in the use of computers and application software.

Course Prerequisites and Co-requisites: None

Course Objectives

Upon completing the course, the student will be able to

- a. Respect computer systems as business tools and evaluate the applicability of automated data processing in business settings;
- b. Discuss the general logic of computerized data processing;
- c. Identify and operate personal computer system hardware;
- d. Use operating system software on personal computer hardware;
- e. Use multitasking graphical user interface platforms to execute commands and complete tasks;
- f. Use personal information management software to manage information and time;
- g. Use word processing software to create business documents;
- h. Use presentation graphics software for business applications;
- i. Use spread sheeting software to obtain information from statistical data;
- j. Describe concepts and applications of data communication achieved through computer networking; and
- k. Use integrated multitasking hospitality management computer systems to manage data and transactions.

Major Topics to Be Included

- a. Computer Systems as Business Tools for the Hospitality Industry
- b. Computer Concepts and Operating Systems
- c. Internet/E-mail
- d. Spreadsheets
- e. Databases
- f. Presentations
- g. Word processing
- h. Information Literacy

Effective Date of Course Content Summary: August 6, 2014