

Course	Hotel Management Catering and Food Service Tourism and Leisure		Academic year	2020/2021		
Subject	Information Technologies in Tourism		ECTS	4		
Type of course	Compulsory					
Year	1 <sup>st</sup>	Semester	2 <sup>nd</sup>	Student Workload:		
Professor(s)	Vitor Manuel Gomes Roque (Ph.D)		Total	108	Contact	45
Area/Group Coordinator	Maria Clara dos Santos Pinto Silveira (Ph.D)					

**PLANNED SD**

**1. LEARNING OBJECTIVES**

**OBJECTIVES**

*O1 – Understand the concept and the role of computer systems.*

*O2 – Understand the fundamental elements of WWW and Web2.0.*

*O3 – Achieve knowledge in Microsoft Excel.*

*O4 – Understand and use Tourism software.*

**SKILLS**

*S1 – Ability to evaluate the role of the Information and Communication Technologies have nowadays particularly in the Tourism Area*

*S2 – Ability to search information in different sources and formats*

*S3 – Being able to use the information effectively while solving problems*

*S4 – Ability to structure and elaborate documents.*

*S5 – Ability to learn and to adapt to new softwares in the tourism area.*

**2. PROGRAMME**

*P1 – The information, the knowledge and the world of technology. The use of the computer and / or electronic devices.*

*P2 – Information and communication: The Internet.*

*P3 – Excel Organization and information processing: Basic concepts and features of spreadsheets. Notions of the cell, content and addressing. Construction of tables. Formatting, manipulation and printing files. Troubleshooting – Formulas and functions, Formulas and operators. Repetition of formulas. Types of addresses (absolute and relative addressing). Graphics. Editing facilities. Databases. Research, updating, sorting and filtering information.*

*P4 – Tourism information systems. Usage of the ETPOS application.*

### **3. COHERENCE BETWEEN PROGRAMME AND OBJECTIVES**

*The syllabus topic P1 – The information, the knowledge and the world of technology, and P2 – Information and communication: The Internet, relates to the objectives O1 – Understand the concept and the role of computer systems, and O2 – Understand the fundamental elements of WWW and Web2.0.*

*The syllabus topic P3 – Organization and processing information (MS EXCEL), relates to the objective O3 – to create consistent and valid information (data treatment).*

*The syllabus topic P4 – Tourism information systems, relates to the objective O4 – understand and use Tourism software.*

### **4. MAIN BIBLIOGRAPHY**

*Frye, CD.; Excel 2007 Step by Step; Microsoft Press.*

*Gouveia, J., Magalhães, A.; Redes de Computadores – Curso Completo; FCA Editora.*

*Guevara, A., Aguayo, M., Aguayo, A., Araque, F., Caro, JL., Gómez, I., Ruiz, JC., Távora, A.; Informática Aplicada al Turismo; Anaya.*

*Lopes, J.; Introdução à Informática e Computadores; Editorial o Livro.*

*Preppernau, J., Cox, J.; Windows Vista Step by Step; Microsoft Press.*

*Roque, V.; Apontamentos de Tecnologias de Informação – ESTH, IPGuarda.*

*Roque, V.; ETPOS Manual de Apoio – ESTH, IPGuarda*

*Roque, V.; Microsoft Excel 2007 – Manual; Coleção de Manuais da ESTH/IPG.*

*Vaz, I.; Utilizar a Internet; FCA Editora.*

*ETPOS User Manual (2014); SDILAB Investigação e Desenvolvimento de Software.*

*Research Papers – b-ON, Scholar Google and others.*

## **5. TEACHING METHODOLOGIES (INCLUDING EVALUATION)**

*The methodology is centered on the student to allow the acquisition of concepts, problem solving, research and development of practical work. It has a theoretic-practical component of introduction to contents, using case studies and exercises with a practical component.*

*The assessment consists of the following components:*

- *Theoretic Component – Written Examination (WE).*
- *Practical Component – Practical Examination (PE).*
- *Group Digital Portfolio (gDP).*

The items have different weight according to the evaluation period:

- *Continuous Assessment =  $WE*40\% + PE*45\% + gDP*15\%$ . To perform the continuous assessment it is necessary to carry out the gDP.*

- *Examination =  $WE*40\% + PA*60\%$ .*

*or*

- *Examination =  $WE*40\% + PE*45\% + gDP*15\%$  (if the student has done the gDP).*

- *Extraordinary exam=  $WE*40\% + PA*60\%$ .*

*Note – The CU has a minimum score of 7,00 on a scale of 0-20 points valid to WE, to PE and to gDP.*

## **6. COHERENCE BETWEEN TEACHING METHODOLOGIES AND OBJECTIVES**

*The curricular unit has as main objective to transmit knowledge to the students in this area and for that it was decided to lecture theoretical-practical classes and practical classes in which the students had to solve exercise sheets and experimental demonstrations.*

*This classes are designed to achieve the proposed objectives.*

## **7. ATTENDANCE**

*75% of attendance to participate in the periodic assessment.*

## **8. CONTACTS AND OFFICE HOURS**

*Vitor Manuel Gomes Roque | vitor.roque@ipg.pt | room 15 | 238 320 800 | VoIP 6215.*

*Attendance Schedule:*

## **9. OTHERS**

*Must follow the general rules for the IT labs defined by the IPG.*