BMT 2000—Introduction to Business Computing
Three Semester Hours

PREREQUISITES:

None

Other: There is not a formal prerequisite to this course, but it is highly suggested that students have had some experience using Microsoft Word, Excel, PowerPoint, and Access prior to taking this course. It is not a beginning or “how-to-use” class; you will be using many advanced features of the software applications to solve business problems.

COURSE OVERVIEW:

Focuses on PC-based applications used in business and industry, such as word processing, spreadsheets, databases, and presentation packages, including web applications.

METHODS OF COURSE INSTRUCTION:

All material for this course is print-based. Instructor and students communicate and exchange materials through postal mail.

E-PRINT OPTION:

In this course, an option exists to use e-mail to submit your lesson assignments. Your assignment will be returned to you either as an e-mail attachment or as a hard copy sent through the postal mail, depending on the preferences of the instructor and/or program.

TEXTBOOKS AND SUPPLIES:


REQUIRED SOFTWARE/RESOURCES:

Required Software:
Microsoft Office 2010 (must include Word, Excel, Access, and PowerPoint)

Required Resources:
Students will need a computer that has a printer attached or has a printer available to it, since all of the lessons will be printed and turned in to the instructor. A color printer would be helpful, but not required.
Students will need the ability to save their work in some fashion, either on a removable drive, such as a CD or USB drive (flash drive), or on the computer hard drive itself over the length of the entire course. Lessons will build upon each other. Students will need to refer to previous work occasionally and will need all of the lessons to complete the final lesson, which serves as the final exam also.

While it would be helpful to have Internet access to complete many of the lessons, it is not required. Alternative directions have been provided in lessons that include student research on the Internet or use the Internet in the lesson.

NUMBER OF LESSONS:
The course has ten lessons. These lessons include:
- Lesson 1: Business Processes
- Lesson 2: Principles of Graphic Design
- Lesson 3: Design an iPhone App
- Lesson 4: Develop a Website
- Lesson 5: Forecast Revenues and Expenses
- Lesson 6: Calculating Loan Payments
- Lesson 7: Industry Analysis
- Lesson 8: Creating Databases
- Lesson 9: Establishing Credentials
- Lesson 10: Writing the Business Case: Reports

TYPES OF WRITING ASSIGNMENTS:
Each lesson’s section called “Content and Style” provides the assignment description and outlines the steps for completing the lesson. It is important to follow the directions found in this section. Additionally, some lessons require access to the Internet to complete either the reading and/or the assignment itself; these assignments have alternative directions for those students who do not have access to the Internet. The last section of each lesson, “Submitted Assignment,” lists what needs to be submitted to the instructor for grading. In all cases, the assignment will be printed for submission. Be certain to take notice of how each assignment should be printed for submission (one page, two pages, etc.).

GRADING CRITERIA:
Your final grade for this course will be determined as follows:

<table>
<thead>
<tr>
<th>Lessons 1–9</th>
<th>70%</th>
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<tbody>
<tr>
<td>Lesson 10</td>
<td>30%</td>
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Grading criteria will include thoroughness of the submitted assignments (all steps were followed and all required elements included), overall professionalism (design principles followed and demonstrated), and all required parts of the lesson are included appropriately (all parts included and printed correctly as described).