BMT 2880—Computer Applications for Management  
Three Semester Hours

PREREQUISITES:
University Requisite: BMT 2750—Managerial Planning

COURSE OVERVIEW:
Utilizes integrated software package skills acquired in BMT 2000 and in comprehensive case-studies approach in business. Spreadsheet, data base management, word processing, and graphics applications used to create comprehensive business report that ties together overall curriculum.

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:
[ISBN: 9780073376844]

Required Software:
Microsoft Office 2010 preferred, 2007 accepted (must include Word, Excel, Publisher, and PowerPoint)

Microsoft Project 2007 (or more recent edition) preferred  
If the Internet is accessible, a free 60-day trial can be downloaded from www.microsoft.com. However, any assignments requiring Microsoft Project may be completed using Microsoft Excel.

Required Resources:
Students will need either a CD or a USB drive (flash drive).
NUMBER OF LESSONS:
The course has seven lessons, including one midcourse examination and a final examination. The lessons include:

- Lesson 1: Identifying Your Business
- Lesson 2: Technology Assessment and Budget Preparation
- Lesson 3: Midcourse Examination
- Lesson 4: Making Business Decisions
- Lesson 5: Business Letters and Analysis Tools
- Lesson 6: Business Presentations
- Lesson 7: Final Examination

TYPES OF WRITING ASSIGNMENTS:
There are seven required lessons in this course and all of the lessons include the same sections, with the exception of the two examinations (Lesson 3 and Lesson 7).

The lesson section entitled “Reading Assignment” includes the necessary reading to be completed before completing the lesson itself. The section entitled “Instructor’s Notes” will provide an overview of the reading content and provide focus for the lesson’s objective(s). The subsection “Required Activities” provides the assignment description and outlines the steps for completing the lesson. It is important to follow the directions found in this section. The last section, “Submitted Assignment,” lists what needs to be submitted to the instructor for grading. In all cases, the lessons will be printed for submission. Be certain to take notice of how each lesson should be printed for submission (one page, two pages, etc.).

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

- Lessons 1, 2, 4, 5: 10% each, for a total of 40%
- Lesson 6: 20%
- Examinations (2): 40%

Grading criteria for the lessons will include thoroughness of the lesson (all steps were followed and all required elements included), overall professionalism, proper formatting, and accuracy (all parts included and printed correctly as described).