

**COURSE OUTLINE**  
**BMGT-204**  
**Taking Your Business Mobile**  
**3 Semester Hours**

**HOWARD COMMUNITY COLLEGE**

**Description**

In this course the student will learn how to improve personal and business productivity using mobile computing devices. The student will analyze the similarities and differences between mobile devices, servers, applications and how mobile technology can improve business. “Smart phone” models will be discussed, and students will learn skills and strategies using them. Students will use mobile phones in class assignments. (3 hours weekly)

**Overall Course Objectives**

Following completion of this course, the student will be able to:

1. Work with features of Microsoft Outlook® Contacts, Calendar, Tasks and Notes and MS Office Suite on a PC.
2. Use computer stimulation to compare mobile models.
3. Analyze functionality of mobile devices and operating systems and choose the best device for a particular business based on business functions the device supports.
4. Demonstrate appropriate use of mobile productivity tools: Word, Excel, PowerPoint Mobile, Windows Media Mobile, E-mail, Pictures and Videos to increase business or personal productivity.
5. Use mobile functions such as: Settings, Bluetooth, WiFi, Synchronization, Today, Speed Dial and others.
6. Analyze and download appropriate applications for mobile phone to perform business functions.
7. Identify security issues of using wireless mobile devices, and learn how to protect business data.
8. Discuss mobile device compliance issues and identify the impact on mobile workforces of privacy regulations HIPAA, GLBA and CA SB1386.
9. Identify business functions where mobile technology can improve productivity.

**Major Topics**

- I. The difference between mobile devices.
- II. Mobile productivity.
- III. Functions and operation, getting the most out of your device.
- IV. Working with Outlook.
- V. Using Windows Media Mobile, Word, Excel and PowerPoint Mobile.
- VI. Security issues.
- VII. Managing memory and battery life.
- VIII. The future of mobile devices in business.

**Course Requirements**

**Grading/exams:** The grading guidelines will be distributed at the first class session. At least three exams, case studies and a pertinent project will be incorporated into the course grade.

## **Other Course Information**

The course will include some traditional class meetings, but the primary method of course delivery will be online through use of wireless devices, such as the “smart phone.” Faculty and invited business professionals will lead presentations and discussions in class and via phone. Students will also discuss among themselves business case studies involving uses of “smart phones” and other mobile devices. They also will examine how these devices can help with problem solving in business. Students will participate in person and online, via voice and e-mail.

This course is a Business and Internet elective.