

## BIT 102 Spreadsheet Basics

### Fall 2009 Section #1389, 2 Units

If the course is closed and you would like to add this course, come to an orientation meeting or email or phone the professor.

<b>Course Offered</b>	Online, Second 8 weeks, October 26 – December 19, 2009
<b>First Class Meeting</b>	Please attend the following orientation meeting. If you cannot attend an orientation meeting, phone the professor. Wednesday, September 2, 6:30p – 7:30p in Room R202
<b>Course Delivery Method, Time, and Room</b>	Online course; arrange your own hours and work either at home or in our lab in R202. Plan approximately 4.5 hours per week to complete assignments; however, you may need more or less time each week. Communicate with your instructor and submit assignments using Blackboard, our online course management system, at <a href="http://www.pcc.blackboard.com">www.pcc.blackboard.com</a>
<b>Course Professor</b>	Ms. Tracey Stroup, 626-585-7059 or <a href="mailto:tastroup@pasadena.edu">tastroup@pasadena.edu</a>
<b>Course Textbook Information</b>	<p><i>Microsoft Office Excel 2007: Introductory</i> by Pasewark and Pasewark <b>ISBN 13: 978-1-4239-0411-3</b></p> <p>Get your book on campus or online from the PCC bookstore. Go to <a href="http://www.pasadena.edu">www.pasadena.edu</a> and click Student Services, and then click Online Bookstore.</p> <p><i>Note: We can only guarantee that new books purchased at the PCC bookstore will work for the course. ISBNs are sometimes custom numbers for a different college or professor or include special materials; alternative sellers or used books may not have the required CDs or other materials.</i></p>
	
<b>Course Software Information</b>	The software for this course is Microsoft Excel 2007. For special student pricing on Microsoft products, go to <a href="http://www.pasadena.edu/bit">www.pasadena.edu/bit</a> and click <i>How to Get Software for Your Own Computer</i> . The software is available in the BIT Lab in R202.
<b>What You Will Learn in This Course</b>	You will learn the basics of spreadsheet software using Microsoft Excel 2007.
<b>Why You Should Take This Course</b>	This course provides a solid introduction to using spreadsheets for personal and business use.
<b>Computer Lab Information</b>	R202 is your computer lab. This lab is reserved for students enrolled in one or more BIT courses. An instructor is always available to help you. A copy of the book for each course is available for reference. This lab is open: Monday – Thursday, 9 am – 8 pm Friday 9 am – 1 pm, Saturday 9 am -12 noon
<b>Business Information Technology Certificates to Which This Course Applies</b>	<ul style="list-style-type: none"><li>• Data Entry Technician</li></ul>