

BIT 104 Business Software – Advanced Microsoft Excel Fall 2009 Section #2029, 3 Units

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

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| Course Offered | Online, 16-week full semester, August 31 – December 19 |
| First Class Meeting | Wednesday, September 2, at 7:30 pm in R206. If you cannot attend the orientation meeting, phone or e-mail the professor. |
| Course Delivery Method, Time, and Room | 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 www.pcc.blackboard.com |
| Course Professor | Ms. Arkova Scott, 626-585-7380 or amscott@pasadena.edu |
| Course Textbook Information  | <p><i>New Perspectives on Microsoft Office Excel 2007 Comprehensive</i>, by Parsons and Oja, published by Cengage Learning, ISBN 13: 978-1-4239-0585-1. Obtain your book at the Pasadena City College bookstore, either on campus or online. Go to www.pasadena.edu 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> |
| Course Software Information | This course uses Microsoft Office Excel 2007, which is available in the R202 BIT lab. You can download a free trial version of Office from www.microsoft.com —the trial versions will enable you to complete the course successfully. To work at home or elsewhere, the computer you use must have Windows XP or Vista and Microsoft Excel 2007. For special student pricing on software, go to www.pasadena.edu/bit and click <i>How to Get Software for Your Own Computer</i> . |
| What You Will Learn in This Course | You will learn to work with advanced workbooks including using tables and analyzing data, using What-If analysis tools, macro development, and an introduction to VBA. |
| Why You Should Take This Course | The world's complex business and financial data is recorded in and manipulated using Microsoft Excel. Almost all jobs in all fields require some use of spreadsheets. |
| Computer Lab Information | R202 is <i>your</i> 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 |
| Business Information Technology Certificates to Which This Course Applies | <ul style="list-style-type: none"> Executive Assistant |