

# BIT 107 Business Software –Windows (Windows Vista)

## Fall 2009 Section #3448, 1 Unit

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

<b>Course Offered</b>	Online course Second 8 weeks, October 26 – December 19
<b>First Class Meeting</b>	Wednesday, September 2, 7:30p – 8:30p in R202 If you cannot attend the orientation meeting, phone or e-mail the professor.
<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>	Dr. Shelley Gaskin, 626-585-7343 or <a href="mailto:slgaskin@pasadena.edu">slgaskin@pasadena.edu</a>
<b>Course Textbook Information</b>	<p><b><u>GO! With Windows Vista</u></b> by Gaskin et al, published by Pearson Prentice Hall, ISBN 978-0136140771. Obtain your book at the Pasadena City College bookstore, either on campus or online. Go to <a href="http://www.pasadena.edu">www.pasadena.edu</a> and click Student Services, and then click Online Bookstore.</p> <p>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.</p>
	
<b>Course Software Information</b>	This course uses Microsoft Windows Vista, which is available in the R202 BIT lab; it is not available in any other campus labs. To work at home or elsewhere, the computer you use must have Microsoft Windows Vista. For special student pricing on software, 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> .
<b>What You Will Learn in This Course</b>	You will learn how to manage your computer files on the disk drives of a computer and how to manage the hardware and software associated with your computer.
<b>Why You Should Take This Course</b>	If you use a computer, you must be able to manage and locate your information using the computer's operating system—Windows.
<b>Computer Lab Information</b>	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
<b>Business Information Technology Certificates to Which This Course Applies</b>	<ul style="list-style-type: none"><li>• Administrative Assistant</li><li>• Business Software Specialist</li><li>• Executive Assistant</li><li>• Office Assistant</li><li>• Office Applications Specialist I</li><li>• Data Entry Technician</li></ul>