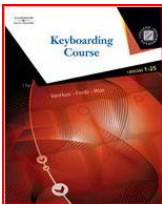


BIT 10—Basic Computer Keyboarding Fall 2009 Section #0955, 1 Unit

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

Course Offered	Online, First 8-weeks, August 31 – October 24
First Class Meeting	Tuesday, September 1, 6:30pm – 7:30pm in R202 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	Dr. Shelley Gaskin, 626-585-7343 or slgaskin@pasadena.edu
Course Textbook Information	 <p><i>Keyboarding Course Lesson, 1-25, 17th Edition</i> by Van Huss. Published by Cengage Learning, ISBN 9780538731324. Get your books on campus or online from the PCC bookstore. Go to www.pasadena.edu 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 specific college or professor or include special materials; alternative sellers or used books may not have the required CDs or other materials.)</p>
Course Software Information	The software for this course is included with the textbook and requires only the Windows operating system. You can load the software on your home computer, or use the software in the Business Information Technology lab in R202.
What You Will Learn in This Course	You will learn touch control of the computer keyboard so that you can type quickly and accurately without looking at the keyboard or thinking about where the keys are on the keyboard.
Why You Should Take This Course	This skill will make using a computer much easier and more enjoyable. You will be able to concentrate on the computer task, not the typing.
Computer Lab Information	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
Business Information Technology Certificates to Which This Course Applies	None, however <i>you can apply the assignments to the first half of BIT 11A</i> , which is required for four certificates: Business Software Specialist, Administrative Assistant, Data Entry Technician, and Office Assistant.