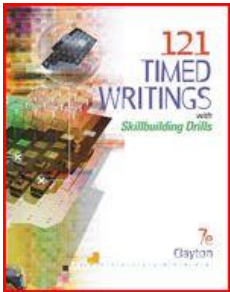


## BIT 113 Keyboarding for Speed and Accuracy Fall 2009 Section #0996, 1 Unit

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, Oct 26 – Dec 19
<b>First Class Meeting</b>	Tuesday, September 1st, 5:30p – 6:30pm 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>	Ms. Mildred Outlaw, 626-585-7059 or <a href="mailto:mjoutlaw@pasadena.edu">mjoutlaw@pasadena.edu</a>
<b>Course Textbook Information</b>	 <p><i>121 Timed Writings with Skillbuilding Drills and Micropace 2.0 7<sup>th</sup> Edition</i>, by Clayton, published by Cengage Learning ISBN 13: 99780538444392. 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><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 available in the Business Computer Courseroom R202, and is also included on a CD with the textbook. To install and use the software on your home computer, you will need only the Windows operating system.
<b>What You Will Learn in This Course</b>	You will review touch control of the keyboard to build speed and accuracy while typing on a computer.
<b>Why You Should Take This Course</b>	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.
<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