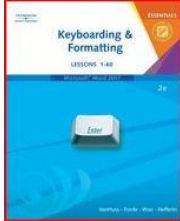


# BIT 11A Computer Keyboarding and Document Processing

## Fall 2009 Section #0318, 2 Units

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

<b>Course Offered</b>	On campus, First 8 weeks, September 1 – October 20, 2009
<b>First Class Meeting</b>	Tuesday, September 1, at 9:30 am in Room R206
<b>Course Delivery Method, Time, and Room</b>	<p>Course meets every Tuesday for the first 8 weeks from 9:30 to 11:35 am in Room R206. Also plan for approximately 2.25 additional TBA* hours per week to complete your assignments; however, you may need more or less time each week. You may use the BIT Computer Courseroom in R202 or you may work on assignments at home. Submit assignments to your instructor during class or electronically using Blackboard.</p> <p>*TBA stands for "To Be Arranged," which means that you can select the hours convenient to you and work on campus or off campus.</p>
<b>Course Professor</b>	Ms. Glenda Webster, 626-585-7059 or <a href="mailto:gdwebster@pasadena.edu">gdwebster@pasadena.edu</a>
<b>Course Textbook Information</b>	<p>Special package for this course: <u><i>Keyboarding and Formatting Essentials Lessons 1-60</i> 3rd Edition, <i>Basic English the Easy Way</i> (Custom Edition for PCC), <i>KeyPro Deluxe 1.3 software CD</i></u> <b>ISBN 0324673515</b></p> <p>Get your books 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>(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> <p><b><i>This book covers TWO courses: BIT 11A and BIT 11B</i></b></p>
	
<b>Course Software Information</b>	The software for this course is Microsoft Word 2007 and the keyboarding software that comes packaged with your textbook. 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 touch control of the computer keyboard and how to build basic business documents using word processing software.
<b>Why You Should Take This Course</b>	This skill will make using a computer easy and enjoyable. You will be able to create business documents using word processing software.
<b>Computer Lab Information</b>	<p>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:</p> <p>Monday – Thursday, 9 am – 8 pm Friday 9 am – 1 pm, Saturday 9 am -12 noon</p>
<b>Business Information Technology Certificates to Which This Course Applies</b>	<ul style="list-style-type: none"><li>• Administrative Assistant</li><li>• Office Assistant</li><li>• Business Software Specialist</li><li>• Data Entry Technician</li></ul>