


BIT 11A Computer Keyboarding and Document Processing

Fall 2009 Section #1383, 2 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.

Course Offered	Online, 16-weeks full semester, August 31 – December 19
First Class Meeting	Tuesday, September 1, 7:30p – 8:30p 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	Ms. Sandra Whitcomb, 626-585-7059 or smwhitcomb@pasadena.edu
Course Textbook Information	<p>Special package for this course: <u>Keyboarding and Formatting Essentials Lessons 1-60 3rd Edition, Basic English the Easy Way (Custom Edition for PCC), KeyPro Deluxe 1.3 software CD.</u> ISBN 0324673515</p> <p>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> <p><i>This book covers TWO courses: BIT 11A and BIT 11B</i></p>
	
Course Software Information	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 www.pasadena.edu/bit and click <i>How to Get Software for Your Own Computer</i> . The software is available in the BIT Lab in R202.
What You Will Learn in This Course	You will learn touch control of the computer keyboard and how to build basic business documents using word processing software.
Why You Should Take This Course	This skill will make using a computer easy and enjoyable. You will be able to create business documents using word processing software.
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	<ul style="list-style-type: none">• Administrative Assistant• Office Assistant• Business Software Specialist• Data Entry Technician