

BIT 123 Business Software – Microsoft FrontPage (now *Expression Web*) and Publisher Fall 2009 Section #3451, 3 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	Wednesday, September 2, 6:30p – 7:30p in R206 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	Mr. John Robb, 626-585-7059 or jxrobb@pasadena.edu	
Course Textbook Information	<p>Two books are required for this course:</p> <ol style="list-style-type: none"> 1. <i>Microsoft Expression Web, Illustrated Introductory</i>, by Riley, published by Cengage Learning, ISBN 13:978-1-4239-0549-3. 2. <i>GO! with Microsoft Publisher Volume I</i>, by Gaskin and Vargas, published by Pearson Prentice Hall, ISBN 13: 978-0132203661. <p>Obtain your book at the Pasadena City College bookstore, either on campus or online. Go to www.pasadena.edu and click Student Services, and then click Online Bookstore.</p> <p><small>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.</small></p>	
Course Software Information	<p>This course uses Microsoft Expression Web and Microsoft Publisher 2007 (Publisher is part of Office); both are available in the R202 BIT lab. You can download free trial versions of the software from www.microsoft.com—the trial versions will enable you to complete the course successfully. To work at home or elsewhere, the computer you use must have Windows XP or Vista, Microsoft Publisher 2007, and Microsoft Expression Web. For special student pricing on software, go to www.pasadena.edu/bit and click <i>How to Get Software for Your Own Computer</i>.</p>	
What You Will Learn in This Course	You will learn to create Web sites and use desktop publishing software using Microsoft Expression Web and Microsoft Publisher.	
Why You Should Take This Course	Businesses and organizations depend on the Web and printed publications to communicate with employees and customers.	
Computer Lab Information	<p>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:</p> <p>Monday – Thursday, 9 am – 8 pm Friday 9 am – 1 pm, Saturday 9 am -12 noon</p>	
Business Information Technology Certificates to Which This Course Applies	<ul style="list-style-type: none"> • Administrative Assistant • Business Software Specialist • Executive Assistant • Office Applications Specialist II 	

