

# BIT 128A Business Software—Microsoft Word Level I

## Fall 2009 Section #2003, 1.5 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.

<b>Course Offered</b>	Online, First 8 weeks, August 31 – October 24
<b>First Class Meeting</b>	Monday, August 31, 6:30p – 7:30p in R206 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>	Dr. Shelley Gaskin, 626-585-7343 or <a href="mailto:slgaskin@pasadena.edu">slgaskin@pasadena.edu</a>
<b>Course Textbook Information</b>	<p><i>GO! With Microsoft Office Word 2007 Comprehensive</i> ISBN 13: 9780132327404 by Gaskin and Duvall, published by Pearson Prentice Hall.</p> <p>Get your book 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><b><i>This book covers two courses: BIT 128A and BIT 128B</i></b></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 Microsoft Word 2007. 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 to create business documents and to use the features of Microsoft Word 2007.
<b>Why You Should Take This Course</b>	Microsoft Word is used throughout the world as the standard word processing program.
<b>Computer Lab Information</b>	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
<b>Business Information Technology Certificates to Which This Course Applies</b>	<ul style="list-style-type: none"><li>• Administrative Assistant</li><li>• Business Software Specialist</li><li>• Data Entry Technician</li><li>• Office Assistant</li><li>• Office Applications Specialist I</li><li>• Office Applications Specialist II</li></ul>