

BIT 128B Business Software—Microsoft Word Level 2

Fall 2009 Section #1426, 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.

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| Course Offered | Online, Second 8 weeks, October 26 – December 19 |
| First Class Meeting | Monday, August 31, 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 | Ms. Sandra Whitcomb, 626-585-7059 or smwhitcomb@pasadena.edu |
| Course Textbook Information | <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 www.pasadena.edu and click Student Services, and then click Online Bookstore.</p> <p><i>This book covers two courses: BIT 128A and BIT 128B</i></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> |
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| Course Software Information | The software for this course is Microsoft Word 2007. 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 to create business documents and to use the features of Microsoft Word 2007. |
| Why You Should Take This Course | Microsoft Word is used throughout the world as the standard word processing program. |
| 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• Business Software Specialist• Data Entry Technician• Office Assistant• Office Applications Specialist I• Office Applications Specialist II |