

## BIT 25—Survey of Computer Technology in Business

### Fall 2009 Section #0002, 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.

<b>Course Offered</b>	Online, 16-weeks, full semester, August 31 – December 19
<b>First Class Meeting</b>	Tuesday, September 1, 6:00 pm – 7:00 pm in R206. If you will not be attending the orientation meeting, e-mail or phone the professor.
<b>Course Delivery Method, Time, and Room</b>	Online course; arrange your hours to work either at home or in the Business Computer Center in R202 at PCC. <b><i>Plan on approximately 3-5 hours per week to complete assignments.</i></b> Communicate with your instructor and submit assignments using Blackboard, PCC's online course management system at <a href="http://pcc.blackboard.com">http://pcc.blackboard.com</a>
<b>Course Professor</b>	Dr. Sonia Wurst, 626-585-7353 or <a href="mailto:skwurst@pasadena.edu">skwurst@pasadena.edu</a>
<b>Course Textbook Information</b>	Two books are required for this course: <u><i>Technology in Action Introductory, 5<sup>th</sup> Edition</i></u> , by Evans, Martin, and Poatsy, published by Pearson Prentice Hall ISBN 978-0536881021 <u><i>Microsoft Office 2007 Essentials, by Shelly and Cashman</i></u> , published by Cengage Learning, ISBN 9781428309531  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.  (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.)
<b>Course Software Information</b>	This course uses Microsoft Office 2007 (Word, Excel, Access, and PowerPoint). You can download a free trial version of the software from <a href="http://www.microsoft.com">www.microsoft.com</a> To work at home or elsewhere, the computer you use must have Windows Vista, and Microsoft Office 2007. For special student pricing on software, 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 R202.
<b>What You Will Learn in This Course</b>	You will learn how computers are used in business organizations and will practice using common business software.
<b>Why You Should Take This Course</b>	This course transfers to 4-year colleges, is required for most 4-year degrees, and is required for four BIT certificates.
<b>Computer Lab Information</b>	R202 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>• Office Assistant</li> <li>• Business Software Specialist</li> <li>• Data Entry Technician</li> </ul>

