



THINK JOB!

Business Information Technology
Learn computers to
get a good job in business!
Pasadena City College, Fall 2009

Syllabus (*Class Assignment Sheet*
and Course Information Sheet)

BIT 25 Survey of Computer
Technology in Business

On-Campus Course Section #0397



THINK JOB!

Instructor: Mrs. B. Adams, Assistant Adjunct Professor
 Contact: E-mail: through Blackboard – R202 Wed. 9:30 a.m. to 3:00 p.m.

Class Schedule – This is a 16-week course that meets every Friday from 9 am to 12:10 pm in R206

Week:	Content Focus:
Week 1 Friday, Sept. 4	Obtain text and materials. Make sure you have a computer available to you with internet access that contains Windows Vista and Microsoft Word, Excel, Access, and PowerPoint (2007 version) . You may also work in Room R202 at PCC. If necessary, you can use Office 2007 in our lab in R202. Login in to your course and do the following: Click Start Here to review all documents. Complete the Survey in Learning Modules . Please read Chapter 1 - Why Computers Matter to you in <i>Technology in Action</i> before March 6
Week 2 Friday, Sept. 11	Technology in Action Chapter 1 – Why Computers Matter to You: Becoming Computer Literate
Week 3 Friday, Sept. 18	Technology in Action Chapter 2 – Looking at Computers: Understanding the Parts
Week 4 Friday, Sept. 25	Microsoft Office 2007 Essential Concepts and Techniques Windows Vista – Chapter 1 – Introduction to Windows Vista
Week 5 Friday, Oct. 2	Technology in Action Chapter 3 – Using the Internet: Making the Most of the Web’s Resources
Week 6 Friday, Oct. 9	Technology in Action Chapter 4 – Application Software: Programs That Let You Work and Play
Week 7 Friday, Oct. 16	Microsoft Office 2007 Essential Concepts and Techniques Word 2007 – Chapter 1 - Creating and Editing a Word Document
Week 8 Friday, Oct. 23	Technology in Action Chapter 5 – Using System Software: The Operating System, Utility Programs, and File Management
Week 9 Friday, Oct. 30	Microsoft Office 2007 Essential Concepts and Techniques PowerPoint 2007 – Chapter 1 – Creating and Editing a Presentation
Week 10 Friday, Nov. 6	Technology in Action Chapter 6 – Understanding and Assessing Hardware: Evaluating Your System
Week 11 Friday, Nov. 13	Technology in Action Chapter 7 – Networking & Security: Connecting Computers and Keeping Them Safe from Hackers & Viruses
Week 12 Friday, Nov. 20	Microsoft Office 2007 Essential Concepts and Techniques Access 2007 – Chapter 1 – Creating and Using a Database
Week 13 Friday, Nov. 27 - <u>NO CLASS</u>	Thanksgiving Holiday – Campus closed Thursday, Nov. 26 through Sunday Nov. 29
Week 14 Friday, Dec. 4	Technology in Action Chapter 8 – Mobile Computing: Keeping Your Data on Hand
Week 15 Friday, Dec. 11	Microsoft Office 2007 Essential Concepts and Techniques Excel 2007 – Chapter 1 – Creating a Worksheet and an Embedded Chart
Week 16 – Final Week Friday, Dec. 18	Final Presentations

COURSE INFORMATION SHEET

BIT 25 – Survey of Computer Technology in Business

What You Will Learn in This Course

In this course you will learn business computer technology terminology and concepts. You will also be introduced to the basic features of Microsoft Windows Vista and the Microsoft Office 2007 programs—Word, Excel, PowerPoint, and Access.

Student Learning Outcomes for This Course

Understand how hardware, software and communication technologies interact to increase the productivity and efficiency of an organization or individual.

Survey and analyze how computer technology can solve problems in society and in the workplace.

Select and apply the most appropriate combination of software applications and tools in order to accomplish a task in an organizational setting or for personal use.

Text and Materials

The textbooks are available from the PCC bookstore on-campus or online. To access the online bookstore, go to www.pasadena.edu and then click [Student Services](#). Under Student Academic Services, click [Online Bookstore](#).

1. ***Technology in Action Introductory***, by Evans, Martin, and Poatsy, Fifth Edition, 2009. Published by Pearson Prentice Hall, ISBN 978-0-53-688102-1
2. ***Microsoft Office 2007 Essential Concepts and Techniques***, by Shelly, Cashman, and Vermaat, 2008. Published by Cengage Course Technology, ISBN 9781428309531
3. **USB Flash Drive** is required to store the Microsoft Office 2007 documents when working in the classroom or in the Business Computer Center (R202). You may store the documents directly on the hard drive of your computer when working at home.

Software

In addition to Internet access, you will need a computer that has **Microsoft Windows Vista** as its operating system and on which **Word 2007, Excel 2007, PowerPoint 2007, and Access 2007** are installed. You can verify the version by starting each program, clicking the [Microsoft Office Button](#) in the top left corner of the screen, and clicking the program [Options Button](#). After you have selected the Options Button, click [Resources](#) and the [About Button](#) next to About Microsoft Word, Excel, PowerPoint, or Access. At the top of the screen, check to make sure the version is 2007. If you do not have a computer system available, use a computer in R202 at PCC. **R202 is open Monday – Thursday 9 am to 8 pm; Friday 9 am to 1 pm; and, Saturday 9 am to 12 noon.**

Course Description and Objectives

This is a one-semester, three-unit course consisting of a survey of business computer technology and popular microcomputer software applications. Upon successful completion of this course, you will be able to:

- ✓ Explain and use general microcomputer concepts and terminology.
- ✓ Describe the range of microcomputer equipment options now available and the relationship between the various components of a microcomputer system.
- ✓ Define Internet services and search for information on the World Wide Web.
- ✓ Use the basic features of Microsoft Windows Vista and Microsoft Office 2007, including Word 2007, Excel 2007, PowerPoint 2007, and Access 2007 to solve specific business problems.

Because this course covers a broad range of information and software, it is designed to provide you with a relatively brief introduction to several different types of software programs. Although you will not become a skilled user of any of the programs, you will become familiar with how software works—a skill transferable to learning additional software programs.

On Campus Class Participation

- Complete the Survey and follow the instructions in Learning Modules to indicate that you have successfully logged into the class.
- Post an "Introduction" to the Discussion Board. To receive credit for this assignment, you must write at least 3 sentences and post your introduction in the first two weeks of the course.
- Attendance is important. Students who are absent the equivalent of a two-week or more period may be dropped from the class. If your intent is to drop the course, it is your responsibility to do so.
- Experience has shown that students who complete the work according to the Assignment Schedule have the most success with the course. Plan your schedule accordingly and notify the instructor immediately if you have difficulty completing activities, assignments, or assessments.
- If you have questions regarding the course, please feel free to ask them in class, by email, by phone, or by posting them to the discussion board. Your classmates may have the same question so when I respond, your classmates will all benefit!

Grading Scale

Your grade will be computed based on the total number of points you earn on assignments and tests.

A = 90% - 100%, B = 80% - 89%, C = 70% - 79%, D = 60% - 69%, F = 59% or less

Dropping the Class, W Grades, and Incomplete Grades

- If you do not attend the first class session or do not communicate with the instructor during the first week of the class, you will be dropped as a No Show.
- If you specifically want to be dropped from the class, it will be your responsibility to do so.
- If you do not attend class, submit assignments, or communicate with the instructor in BlackBoard for a two-week period, you will be dropped from the class with a W grade. The instructor is not required to notify you of such a drop.
- A grade of W is not computed in your grade-point average, and thus if you are dropped with a W without notice by the instructor, he or she is protecting your transcript from an F grade, which *is* computed in your GPA. A grade of W is, however, included in the computation of progressive probation.
- A grade of I (Incomplete) identifies *unfinished work otherwise passing* at a C or better level, indicating that important assignments, the final exam, or a term paper are missing due to illness or emergency but can be submitted to complete the course. You and the instructor must agree that an I grade is appropriate, and you must sign an Incomplete form. An I grade is not considered in your GPA but it is included in the computation of progressive probation. You have one year to complete the work; otherwise a default grade will be assigned—C, D, or F.

How to Use Blackboard

The information below will help you get acquainted with Blackboard, the Course Management System at PCC. Contact me by email or phone if you have any questions.

Log in to your course:

- Go to <http://pcc.blackboard.com> OR access the login page from the PCC site at <http://www.pasadena.edu> On the PCC home page click **Classes/Academics**, and then **Online Classes**.
- Enter your User name. Your User name is your Network ID printed at the bottom of your fee receipt. It is your three initials, in all uppercase letters, followed by the last four digits of the number on your Lancer ID Card (or possibly the last four digits of your Social Security number).
- Enter your Password. Your password is the 4-digit PIN that you used to register.
- In your course list, click BIT 25 to view your course homepage.
- ***If you have difficulty logging on, please call the PCC Help Desk at 626-585-7523.*** The help desk may be used for problems with the performance of the Blackboard site or with your PCC Network ID or password. The Help Desk *cannot* assist you with problems that involve your own computer's performance or your Internet access.

Start Here page:

- On the BIT 25 course home page, click **Start Here**
- Display and read all of the documents on the Start Here page and send me an email if you have any questions regarding any of the documents.

Week 1 assignments:

- Complete the Course Survey. Instructions will be provided in an email during the first week of class.

Contact the Instructor:

The best way to contact me is through the course email in Blackboard since I check it often. You may also call me at 626-585-7059 on Wed. only from 9:00 a.m. to 3:00 p.m. or visit me in R202 on Wednesdays from 9:30 am to 3:30 pm.

To email through Blackboard:

1. Click the **Mail** tool in the course menu on the left side of the course window.
2. Click **Create Message**, and then click **Browse for Recipients** and then in the *To* column click the appropriate name (B. Adams) and **Save**.
3. Click in the *Subject* box and enter the subject of your email, and then click in the *Message* box and type your message (***you cannot send an email without entering a subject or message!***).
4. Click the **Send** button to send the email.

Submit an Assessment/Assignment:

Chapter questions, quizzes, and tests are automatically submitted when using Blackboard. Documents from the *Microsoft Office 2007* book will be submitted through the assignment drop box. Instructions on how to save files and submit assignments will be discussed in class.

Viewing Grades:

To view grades in Blackboard, access the course and on the left click **My Grades**. Grades for some assignments will not appear until your instructor has released them. Only you and your instructor will be able to view your grades. They cannot be viewed by other students in the class.

If you complete the assignment with no errors, you will receive the maximum number of points. Assignments containing errors may receive fewer than the maximum number of points. Check your work carefully before submitting it.

Certificates of Achievement (18+ Units) Effective 08-09 College Calendar

Data Entry Technician (18-19 units)

- ACCTG 101, Accounting (4)
- BIT 11A, Keyboarding and Document Processing (2)
- BUS 16, Office Machines (2)
- BIT 107, Windows (1)
- BIT 100, Word Processing Basics (1)
Or BIT 128A, Word Level 1 (1.5)
Or BIT 128B, Word Level 2 (1.5)
- BIT 115, Business Records Skills (2)
- BIT 25, Survey of Computer Technology (3)
- BIT 124, Administrative Business Procedures (2)
- BIT 102, Spreadsheet Basics (1)
Or BIT 133A, Excel Level 1 (1.5)
Or BIT 133B, Excel Level 2 (1.5)



Administrative Assistant (35 units)

- BIT 11A, Keyboarding and Document Processing (2)
- BIT 25, Survey of Computer Technology (3)
- BUS 9, Introduction to Business (3)
- BUS 112, Business English (3)
Or BUS 11A, Business Communications (3)
- BIT 11B, Advanced Document Processing (2)
- BIT 107, Windows (1)
- BIT 115, Business Records Skills (2)
- BIT 128A, Word Level 1 (1.5)
- BIT 128B, Word Level 2 (1.5)
- BIT 133A, Excel Level 1 (1.5)
- BIT 133B, Excel Level 2 (1.5)
- BIT 108, Microsoft Outlook (1)
- BIT 122, Internet Research (2)
- BIT 123, Microsoft FrontPage and Publisher (3)
- BIT 124, Administrative Business Procedures (2)
- BIT 105A, Access Level 1 (1.5)
- BIT 105B, Access Level 2 (1.5)
- BIT 109, PowerPoint (2)

Recommended Electives: ACCTG 101 (4),
ACCTG 104A (3), BUS 10 (3), BUS 117 (3)

Business Software Specialist (25 units)

- BIT 11A, Keyboarding and Document Processing (2)
- BIT 128A, Word Level 1 (1.5)
- BIT 128B, Word Level 2 (1.5)
- BIT 25, Survey of Computer Technology (3)
- BIT 133A, Excel Level 1 (1.5)
- BIT 133B, Excel Level 2 (1.5)
- BIT 107, Windows (1)
- BIT 109, PowerPoint (2)
- BIT 11B, Advanced Document Processing (2)
- BIT 105A, Access Level 1 (1.5)
- BIT 105B, Access Level 2 (1.5)
- BIT 108, Microsoft Outlook (1)
- BIT 122, Internet Research (2)
- BIT 123, Microsoft FrontPage and Publisher (3)



Certificates of Completion (12—16.5 Units) Effective 07-08 College Calendar

Office Applications Specialist I (12 units)

- BIT 128A, Word Level 1 (1.5)
- BIT 128B, Word Level 2 (1.5)
- BIT 133A, Excel Level 1 (1.5)
- BIT 133B, Excel Level 2 (1.5)
- BIT 109, PowerPoint (2)
- BIT 105A, Access Level 1 (1.5)
- BIT 105B, Access Level 2 (1.5)
- BIT 109, PowerPoint (2)
- BIT 107, Windows (1)



Office Applications Specialist II (12 units)

- BIT 128A, Word Level 1 (1.5)
- BIT 128B, Word Level 2 (1.5)
- BIT 133A, Excel Level 1 (1.5)
- BIT 133B, Excel Level 2 (1.5)
- BIT 109, PowerPoint (2)
- BIT 123, Microsoft FrontPage and Publisher (3)
- BIT 108, Microsoft Outlook (1)

Executive Assistant (16 units)

- BIT 106, Microsoft Office (3)
- BIT 107, Windows (1)
- BIT 108, Microsoft Outlook (1)
- BIT 122, Internet Research (2)
- BIT 104, Advanced Excel (3)
- BIT 123, Microsoft FrontPage and Publisher (3)
- BIT 132, Advanced Access (3)



Office Assistant (16-16.5 units)

- BIT 11A, Keyboarding and Document Processing (2)
- BIT 25, Survey of Computer Technology (3)
- BIT 107, Windows, (1)
- BIT 102, Spreadsheet Basics (1)
Or BIT 133A, Excel Level 1 (1.5)
Or BIT 133B, Excel Level 2 (1.5)

- BIT 11B, Advanced Document Processing (2)
- BIT 128A, Word Level 1 (1.5)
- BIT 128B, Word Level 2 (1.5)
- BIT 115, Business Records Skills (2)
- BIT 124, Administrative Business Procedures (2)

Recommended Elective: BUS 9, Introduction to Business (3)