

BIT 100—Word Processing Basics

Spring 2009 Section #4331, 1 Unit

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, First 8-weeks, February 23 – April 18, 2009
First Class Meeting	Wednesday, February 25, 5:30p – 6:30p 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. Lisa Chamberlain, 626-585-7059 or lxchamberlain@pasadena.edu
Course Textbook Information	<p><i>Microsoft Office Word 2007 Illustrated Brief</i> by Duffy ISBN 13:978-1-4239-0525-7</p> <p>Get your books 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>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>
	
Course Software Information	The software for this course is Microsoft Word 2007 (part of Microsoft Office Professional), and is available in the R202 BIT lab. To work at home or elsewhere, the computer you use must have an appropriate version of the Windows operating system and 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> .
What You Will Learn in This Course	You will learn the basics of word processing software using Microsoft Word 2007.
Why You Should Take This Course	This course provides a solid introduction to using word processing for personal and business use.
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 – 3 pm, Saturday 8 am -12 noon
Business Information Technology Certificates to Which This Course Applies	<ul style="list-style-type: none">• Data Entry Technician