

BIT 102 Spreadsheet Basics

Spring 2009 Section #5543, 2 Units

If the course is closed and you would like to add this course,
come to an orientation meeting or email or phone the professor.

Course Offered	Online, Second 8 weeks, April 27 – June 20, 2009
First Class Meeting	Please attend the following orientation meeting. If you cannot attend an orientation meeting, phone the professor. Wednesday, February 25, 6:30p – 7:30p in Room R202
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. Tracey Stroup, 626-585-7059 or tastroup@pasadena.edu
Course Textbook Information	<p><i>Microsoft Office Excel 2007: Introductory</i> by Pasewark and Pasewark ISBN 13: 978-1-4239-0411-3</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>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 Excel 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 the basics of spreadsheet software using Microsoft Excel 2007.
Why You Should Take This Course	This course provides a solid introduction to using spreadsheets 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