

## BIT 105B Business Software –Microsoft Access Level 2

### Spring 2009 Section #4134, 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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<b>Course Offered</b>	Online course Second 8 weeks, April 27 – June 20
<b>First Class Meeting</b>	Wednesday, February 25, 5:30p – 6:30p in R202 If you cannot attend the orientation meeting, phone or e-mail the professor.
<b>Course Delivery Method, Time, and Room</b>	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 <a href="http://www.pcc.blackboard.com">www.pcc.blackboard.com</a>
<b>Course Professor</b>	Dr. Shelley Gaskin, 626-585-7342 or <a href="mailto:slgaskin@pasadena.edu">slgaskin@pasadena.edu</a>
<b>Course Textbook Information</b>	<p><i>GO! with Microsoft Access 2007 Comprehensive</i>, by Gaskin and McLellan, published by Pearson Prentice Hall, ISBN 13: 978-0-13-232762-6. Obtain your book at the Pasadena City College bookstore, either on campus or online. Go to <a href="http://www.pasadena.edu">www.pasadena.edu</a> and click Student Services, and then click Online Bookstore.</p> <p><b><i>This book covers two courses: BIT 105A and 105B</i></b></p> <p>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.</p>
	
<b>Course Software Information</b>	This course uses Microsoft Office Access 2007, which is available in the R202 BIT lab. You can download a free trial version of Office from <a href="http://www.microsoft.com">www.microsoft.com</a> —the trial versions will enable you to complete the course successfully. To work at home or elsewhere, the computer you use must have Windows XP or Vista and Microsoft Access 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> .
<b>What You Will Learn in This Course</b>	You will learn to create and manipulate business databases and to use the features of Microsoft Access 2007.
<b>Why You Should Take This Course</b>	Microsoft Access is used throughout the world as the standard database program.
<b>Computer Lab Information</b>	R202 is <i>your</i> 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
<b>Business Information Technology Certificates to Which This Course Applies</b>	<ul style="list-style-type: none"><li>• Business Software Specialist</li><li>• Administrative Assistant</li><li>• Office Applications Specialist I</li></ul>

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