

# BIT 106 Business Software – Comprehensive Microsoft Office

## Spring 2009 Section #4514, 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, February 23 – June 20
<b>First Class Meeting</b>	Wednesday, February 25, 7:30p – 8:30p 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, 626-585-7343 or <a href="mailto:slgaskin@pasadena.edu">slgaskin@pasadena.edu</a>
<b>Course Textbook Information</b>	<p><b><i>GO! With Microsoft Office 2007 Introductory, 3<sup>rd</sup> edition</i></b> by Gaskin et al, published by Pearson Prentice Hall ISBN 0-13-5059232. 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>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 2007. 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 XP or Vista, and Microsoft Office including Access. 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 complete a comprehensive and intensive overview of Microsoft Office 2007 including Word, Excel, PowerPoint, and Access, including group projects.
<b>Why You Should Take This Course</b>	The Microsoft Office suite of computer applications is the most commonly used software in the world. Almost every job in any field uses one or more of these programs.
<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>• Executive Assistant</li></ul>