

BIT 107 Business Software –Windows (Windows Vista)

Spring 2009 Section #4488, 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.

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| Course Offered | Online course First 8 weeks, February 23 – April 18 |
| First Class Meeting | Wednesday, February 25, 7:30p – 8:30p in R202 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 | Dr. Shelley Gaskin, 626-585-7343 or slgaskin@pasadena.edu |
| Course Textbook Information | <p><i>GO! With Windows Vista</i> by Gaskin et al, published by Pearson Prentice Hall, ISBN 978-0136140771. Obtain your book at the Pasadena City College bookstore, either on campus or online. Go to www.pasadena.edu 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> |
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| Course Software Information | This course uses Microsoft Windows Vista, which is available in the R202 BIT lab; it is not available in any other campus labs. To work at home or elsewhere, the computer you use must have Microsoft Windows Vista. For special student pricing on software, 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 how to manage your computer files on the disk drives of a computer and how to manage the hardware and software associated with your computer. |
| Why You Should Take This Course | If you use a computer, you must be able to manage and locate your information using the computer's operating system—Windows. |
| Computer Lab Information | 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 9 am -12 noon |
| Business Information Technology Certificates to Which This Course Applies | <ul style="list-style-type: none">• Administrative Assistant• Business Software Specialist• Executive Assistant• Office Assistant• Office Applications Specialist I• Data Entry Technician |