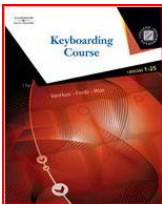


## BIT 10—Basic Computer Keyboarding Spring 2009 Section #4477, 1 Unit

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

<b>Course Offered</b>	Online, Second 8-weeks, April 27 – June 20
<b>First Class Meeting</b>	Tuesday, February 24, 6:30p – 7:30p 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>	Ms. Mildred Outlaw, 626-585-7059 or <a href="mailto:mjoutlaw@pasadena.edu">mjoutlaw@pasadena.edu</a>
<b>Course Textbook Information</b>	 <p><i>Keyboarding Course Lesson, 1-25, 17<sup>th</sup> Edition</i> by Van Huss. Published by Cengage Learning, ISBN 053873132X. Get your books on campus or online from the PCC bookstore. 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 specific 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>	The software for this course is included with the textbook and requires only the Windows operating system. You can load the software on your home computer, or use the software in the Business Information Technology lab in R202.
<b>What You Will Learn in This Course</b>	You will learn touch control of the computer keyboard so that you can type quickly and accurately without looking at the keyboard or thinking about where the keys are on the keyboard.
<b>Why You Should Take This Course</b>	This skill will make using a computer much easier and more enjoyable. You will be able to concentrate on the computer task, not the typing.
<b>Computer Lab Information</b>	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
<b>Business Information Technology Certificates to Which This Course Applies</b>	None, however <b><i>you can apply the assignments to the first half of BIT 11A</i></b> , which is required for four certificates: Business Software Specialist, Administrative Assistant, Data Entry Technician, and Office Assistant.