


BIT 115 Business Records Skills

Spring 2009 Section #7459, 2 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.

Course Offered	Online course 1 st 8 Weeks February 23 – April 18, 2009
First Class Meeting	Wednesday, February 25, 6:30p – 7:30p 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	Ms. Tracey Stroup, 626-585-7343 or tastroup@pasadena.edu
Course Textbook Information	 <p><i>Gregg Quick Filing Practice 5th Edition</i> (this is a small box, not a book), by Stewart, published by Glencoe McGraw-Hill, ISBN 9780073222882. Obtain these materials 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><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	For some, but not all, of the assignments in this course, you will need Microsoft Access 2007, which is available in the R202 BIT lab. You can download a free trial version of Microsoft Access 2007 from www.microsoft.com , and the trial version will get you through the course. To work at home or elsewhere, the computer you use must have Microsoft Access 2007. 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 to organize business records using Microsoft Access 2007.
Why You Should Take This Course	To succeed in a business or organization, you must learn to use the standard methods to organize and store information.
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 8 am - 12 noon
Business Information Technology Certificates to Which This Course Applies	<ul style="list-style-type: none">• Administrative Assistant• Office Assistant• Data Entry Technician