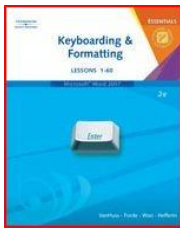


# BIT 11B Advanced Computer Keyboarding and Document Processing

## Spring 2009 Section #5127, 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.

<b>Course Offered</b>	Online, 16-weeks full semester, February 23 – June 20
<b>First Class Meeting</b>	Tuesday, February 24, 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>	Mr. Don Parkhurst, 626-585-7059
<b>Course Textbook Information</b>	<p>Special package for this course: <u><i>Keyboarding and Formatting Essentials Lessons 1-60 2<sup>nd</sup> Edition, Basic English the Easy Way (Custom Edition for PCC), KeyPro software CD. ISBN 0324673515</i></u> 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> <p><b><i>This book covers TWO courses: BIT 11A and BIT 11B</i></b></p>
 <b>Course Software Information</b>	The software for this course is Microsoft Word 2007 and the keyboarding software that comes packaged with your textbook. For special student pricing on Microsoft products, 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> . The software is available in the BIT Lab in R202.
<b>What You Will Learn in This Course</b>	You will learn touch control of the computer keyboard and how to build basic business documents using word processing software.
<b>Why You Should Take This Course</b>	This skill will make using a computer easy and enjoyable. You will be able to create business documents using word processing software.
<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>	<ul style="list-style-type: none"><li>• Administrative Assistant</li><li>• Office Assistant</li><li>• Business Software Specialist</li></ul>