

BIT 124 Administrative Business Procedures

Spring 2009 Section #6331, 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, 16-weeks full semester, February 23 – June 20
First Class Meeting	Tuesday, February 24, 5:30p – 6:30p in R206 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 3.5 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. Mildred Outlaw, 626-585-7059 or mjoutlaw@pasadena.edu
Course Textbook Information	<p><i>GO! with Microsoft Office 2007 Integrated Projects</i>, by Gaskin and Hain, published by Pearson Prentice Hall, ISBN 13: 9780136158714. 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><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	This course uses Microsoft Office 2007. You can download a free trial version of the software from www.microsoft.com . 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 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 plan work flow and to organize business tasks in a productive manner. You will learn how to integrate different software programs.
Why You Should Take This Course	You will understand how organizations arrange their day-to-day operations by using different computer technologies. This is a skill that all employers look for in a job candidate.
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

