

BIT 128A Business Software—Microsoft Word Level I

Spring 2009 Section #4820, 1.5 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, First 8 weeks, February 23 – April 18
First Class Meeting	Monday, February 23, 6:30p – 7:30p 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 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. Sandra Whitcomb, 626-585-7059 or smwhitcomb@pasadena.edu
Course Textbook Information	<p><i>GO! With Microsoft Office Word 2007 Comprehensive</i> ISBN 13: 9780132327404 by Gaskin and Duvall, published by Pearson Prentice Hall.</p> <p>Get your book on campus or online from the PCC bookstore. Go to www.pasadena.edu and click Student Services, and then click Online Bookstore.</p> <p><i>This book covers two courses: BIT 128A and BIT 128B</i></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	The software for this course is Microsoft Word 2007. For special student pricing on Microsoft products, go to www.pasadena.edu/bit and click <i>How to Get Software for Your Own Computer</i> . The software is available in the BIT Lab in R202.
What You Will Learn in This Course	You will learn to create business documents and to use the features of Microsoft Word 2007.
Why You Should Take This Course	Microsoft Word is used throughout the world as the standard word processing program.
Computer Lab Information	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
Business Information Technology Certificates to Which This Course Applies	<ul style="list-style-type: none">• Administrative Assistant• Business Software Specialist• Data Entry Technician• Office Assistant• Office Applications Specialist I• Office Applications Specialist II