

Pasadena City College, Spring 2009
BIT 128A Business Software Microsoft Word Level 1
Online Course Section 4144

Instructor: Ms. Alicia Vargas

Office Phone and Location: 626-585-7551, R302B

Email: Use course email system

Conference Hours: TBA

Course Description

This is an 8-week, 1.5-unit course consisting of an introduction to general word processing concepts and terminology. You will learn to create, store, retrieve, and print documents using Microsoft Word 2007 to produce professional business documents, including letters, reports, announcements/flyers, memos, Web pages, and newsletters. ***This course begins on April 27 and concludes on June 20. You will not be able to log into the course until April 27.***

Student Learning Outcomes for This Course

Apply the most appropriate skills, tools, and features of word processing software to format and arrange business documents to clearly and accurately communicate information and ideas in an error free and organized manner.

Text and Materials

1. ***GO! with Microsoft Office Word 2007 Comprehensive*** ISBN 13: 9780132327404, by Gaskin and Duvall. Published by Pearson Prentice Hall. ***(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.)***
2. **USB flash drive** on which to store your work (if you plan to work in R202 at PCC or want to bring your work to get help).
3. This course requires that you have access to a computer with **Internet** capability and on which **Microsoft Word 2007** has been installed.

To find the version of the program on your computer, start Microsoft Word, click the ***Microsoft Office button*** in the top left corner of the screen, and click the ***Word Options button***. Then click ***Resources*** and the ***About button*** next to ***About Microsoft Word***. At the top of the screen, check to make sure the version is ***2007***. If you do not have the correct software, you can use a computer in Room R202 at PCC.

Class Meetings and Online Class Participation

- ***On Monday, February 23, attend our first class meeting from 6:30 to 7:30 pm in R206.***
- If you have questions regarding the course, please post the question to the discussion board. Your classmates may have the same question so when I respond, your classmates will all benefit! I will respond to questions as soon as I possibly can.
- Experience has shown that students who complete the work as scheduled on the Class Assignment Sheet have the most success in the course. Students who do not submit assignments for more than a two-week period may be dropped from the class. ***If you specifically want to be dropped, however, it will be your responsibility to do so.***
- My goal is for you to learn the features of Word and to understand how Word is used both personally and professionally. I encourage you to email each other and to work together either online or in person to solve assignments. ***However, please submit your own work!!!***

Assignments and Grading

Your grade will be computed based on the points you earn on assignments and the final project. For each assignment, an answer key is provided. **You will have only one opportunity to correct your submitted assignments so please check your projects carefully against the answer key before you submit your work.** If your second submission contains errors, points will be deducted.

Percent	Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Schedule of Assignments—8-Week Semester

In order to complete all assignments before the end of the 8-week semester, you should plan your schedule so that you can spend approximately 4-6 hours per week on this course. Please notify your instructor immediately if you have difficulty completing assignments or tests.

BIT 128A—Business Software Microsoft Word Level 1 Class Assignment Sheet—This is an 8-week Course!		
Assignment Due Date	Points Possible	Print Assignment Sheet for Each Chapter (In <u>Assignments</u> on the Blackboard Course Site)
Saturday, May 2	10	<ul style="list-style-type: none"> • Attend a class orientation meeting at PCC, Room R206, on Monday, February 23, from 6:30 – 7:30 p.m.. • Obtain your textbook • Make sure you have a computer available to you that contains Microsoft Word <u>2007</u>. (or plan to work in R202) • Log into your course (see <i>Answers to Your Frequently Asked Questions</i>) • Print the Course Syllabus in Start Here and the documents in Submitting New and Corrected Assignments • Complete the Survey for Attendance in Assignments to mark your first day of attendance so you will not be dropped from the class • Post a brief paragraph to the Introductions discussion board introducing yourself to your classmates
Saturday, May 9	20	Chapter 1 Creating Documents with Microsoft Word 2007
Saturday, May 16	30	Chapter 1 Creating Documents with Microsoft Word 2007 (continued)
Saturday, May 23	50	Chapter 2 Change and Reorganize Text
Saturday, May 30	50	Chapter 3 Adding Graphics and Visual Elements and Creating Tables
Saturday, June 6	50	Chapter 4 Using Special Document Formats, Columns, Styles, and Outlines
Saturday, June 13	50	Chapter 5 Using Templates and Building Blocks
Saturday, June 20	30	Final Project

Getting Started in BIT 128A

The information below should help you get started in this course. Please be sure to read it carefully and contact me by email if you have any questions. I'm looking forward to meeting you online and facilitating your learning in this course! – Ms. Vargas.

What are the computer requirements for my course?

Be sure that you have a computer available to you that has an Internet connection. Additionally, you will need a Windows operating system and **Microsoft Word 2007**. If you do not have access to a computer with appropriate software you may work in Room R202 at PCC. This room is open Monday – Thursday from 9 a.m. to 8 p.m., on Friday from 9 a.m. – 3 p.m., and on Saturday from 8 a.m. – 12 noon.

What should I do during the first week of class?

1. Attend the first class meeting

- Attend the first class meeting in **R206 on Monday, February 23 from 6:30 to 7:30 pm.**
- Use the course email to send me a message if you cannot attend the first class meeting. If you are unable to log into the course using the following information, then send me an email at axvargas@pasadena.edu.

2. Log in to your course:

- Go to <http://pcc.blackboard.com>
- Enter your User name. Your User name is your Network ID printed at the bottom of your fee receipt. It is your three initials, in all uppercase letters, followed by the last four digits of the number on your Lancer ID Card (or possibly the last four digits of your Social Security number).
- Enter your Password. Your password is the 4-digit PIN that you used to register.
- In your course list, click **BIT 128A** to view your course homepage.
- **If you have difficulty logging on, please call the PCC Help Desk at 626-585-7523.**

3. Display and read the information in the Start Here page:

- On the BIT 128A course home page, click **Start Here**.
- Display and read all of the documents on the Start Here page and send me an email if you have any questions regarding any of the documents.

4. Complete your assignments for Week 1

- **Course Survey Assignment.** Check your email for instructions on completing this assignment.
- Post a brief message to the **Introductions** discussion board introducing yourself to your classmates.
 - a. On the menu at the left side of the course home page window, click the **Discussions** tool.
 - b. Click **Introductions**, click **Create Message**, and type your name in the **Subject** line.
 - c. Type your message, and then click **Post**. Be sure to check the discussion board frequently so that you can read your classmates introductions.

How do I communicate with my instructor?

The best way to contact me is through the course email since I check it once or twice a day. You can also call me at 626-585-7551 or visit me during office hours.

How do I email my instructor using Blackboard?

1. In the course menu on the left side of the course window, click the **Mail** tool.
2. Click **Create Message**, and then in the *To* box, type my name: **Alicia Vargas**.
3. Click in the *Subject* box and enter the subject of your email, and then click in the *Message* box and type your message (**you cannot send an email without entering a subject or message!**).
4. Click the **Send** button to send the email.

You Can Earn a Certificate of Achievement in Business Information Technology

(As of 2008-09 College Catalog)

Certificates of Completion (12-16.5 Units)	
<p>Office Applications Specialist I (12 Units)</p> <p>BIT 128A Word Level 1 BIT 128B Word level 2 BIT 133A Excel Level 1 BIT 133B Excel Level 2 BIT 105A Access Level 1 BIT 105B Access Level 2 BIT 107 Windows BIT 109 PowerPoint</p>	<p>Office Applications Specialist II (12 Units)</p> <p>BIT 128A Word Level 1 BIT 128B Word level 2 BIT 133A Excel Level 1 BIT 133B Excel Level 2 BIT 108 Microsoft Outlook BIT 109 PowerPoint BIT 123 Microsoft FrontPage and Publisher</p>
<p>Office Assistant (16-16.5 Units)</p> <p>BIT 11A Keyboarding & Document Processing BIT 25 Survey of Computer Technology in Business BIT 102 Spreadsheet Basics (or BIT 133 A or B) BIT 107 Windows</p> <p>BIT 11B Advanced Document Processing BIT 128A Word Level 1 BIT 128B Word level 2 BIT 115 Business Records Skills BIT 124 Administrative Business Procedures</p> <p>See college catalog for recommended electives</p>	<p>Executive Assistant (16 units)</p> <p>BIT 106 Microsoft Office BIT 107 Windows BIT 108 Microsoft Outlook BIT 122 Internet Research BIT 123 Microsoft FrontPage and Publisher BIT 132 Advanced Access</p>

Certificates of Achievement (18+ Units)		
<p>Data Entry Technician (18-19 Units)</p> <p>ACCTG 101 Bookkeeping-Accounting BIT 11A Keyboarding & Document Processing BIT 100 Word Processing Basics (or BIT 128A or B) BIT 107 Windows</p> <p>BUS 16 Office Machines BIT 25 Survey of Computer Technology BIT 102 Spreadsheet Basics (or BIT 133A or B) BIT 115 Business Records Skills BIT 124 Administrative Business Procedures</p>	<p>Business Software Specialist (25 Units)</p> <p>BIT 11A Keyboarding & Document Processing BIT 25 Survey of Computer Technology in Business. BIT 107 Windows BIT 109 PowerPoint BIT 128A Word Level 1 BIT 128B Word Level 2</p> <p>BIT 133A Excel Level 1 BIT 133B Excel Level 2 BIT 11B Advanced Document Processing BIT 105A Access Level 1 BIT 105B Access Level 2 BIT 108 Office Productivity Software BIT 122 Internet Research BIT 123 Microsoft FrontPage and Publisher</p>	<p>Administrative Assistant (35 Units)</p> <p>BIT 11A Keyboarding & Document Processing BIT 25 Survey of Computer Technology in Business. BUS 9 Introduction to Business BUS 112 Business English (or BUS 11A)</p> <p>BIT 11B Advanced Document Processing BIT 107 Windows BIT 115 Business Records Skills BIT 128A Word Level 1 BIT 128B Word Level 2 BIT 133A Excel Level 1 BIT 133B Excel Level 2</p> <p>BIT 105A Access Level 1 BIT 105B Access Level 2 BIT 108 Office Productivity Software Tools BIT 109 Successful Office Presentations BIT 122 Internet Research BIT 123 Microsoft FrontPage and Publisher BIT 124 Administrative Business Procedures</p> <p>See college catalog for recommended electives</p>