

# BIT 133A—Business Software—Microsoft Excel Level 1

## Spring 2009 Section #4170, 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.

<b>Course Offered</b>	Online, First 8-weeks, February 23 – April 18
<b>First Class Meeting</b>	Monday, February 23, 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>	Ms. Alicia Vargas, 626-585-7551 or <a href="mailto:axvargas@pasadena.edu">axvargas@pasadena.edu</a>
<b>Course Textbook Information</b>	<p><i>GO! with Microsoft Excel 2007 Comprehensive</i> by Gaskin &amp; Jolly, published by Pearson Prentice Hall, ISBN 13: 9780132255592</p> <p>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 style="text-align: center;"><b>One book covers two courses: BIT 133A and BIT 133B.</b></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>
 <b>Course Software Information</b>	The software for this course is Microsoft Excel 2007 (part of Microsoft Office Professional), and is available in the R202 BIT lab. To work at home or elsewhere, the computer you use must have an appropriate version of the Windows operating system and Microsoft Excel 2007. 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> .
<b>What You Will Learn in This Course</b>	You will learn to create business worksheets and to use the features of Microsoft Excel 2007.
<b>Why You Should Take This Course</b>	Microsoft Excel is used throughout the world as the standard spreadsheet program.
<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>• Data Entry Technician</li><li>• Administrative Assistant</li><li>• Office Assistant</li><li>• Office Applications Specialist I</li><li>• Office Applications Specialist II</li><li>• Business Software Specialist</li></ul>