

**Pasadena City College, Spring 2009**  
**BIT 133A Business Software Microsoft Excel Level 1**  
**Online Course Sections 4170 and 6021**

**Instructor:** Ms. Alicia Vargas

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

**Email:** Use course email system

**Conference Hours:** TBA

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### ***Course Description and Student Learning Outcomes***

This is an eight-week, 1.5 unit course consisting of beginning and intermediate Microsoft Excel 2007 features, including formulas, formatting and charts. ***The course begins on February 23 and concludes on April 18.***

In this course you will use Excel tools and features to solve business problems that include the results of calculations on financial and statistical data. You will present results in a worksheet format that is informative and useful to the reader.

### ***Text, Materials, and Software***

1. ***GO! with Microsoft Office Excel 2007 Comprehensive*** by Gaskin and Jolly, published by Pearson Prentice Hall. ISBN 13: 9780132255592 (This textbook is used in BIT 133A and BIT 133B).
2. If you plan to complete your work in the Business Information Technology Computer Classroom on the campus (R202), you will need to purchase a **USB flash drive**.
3. This course requires that you have access to a computer with an Internet connection and on which **Microsoft Excel 2007** is installed. If you would like to work on campus, you may access this software in the BIT Computer Classroom in R202.

### ***Class Meetings and Online Class Participation***

- ***On Monday, February 23, attend our first class meeting from 7:30 to 8:30 pm in R202.***
- 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 Excel and to understand how Excel is used both personally and professionally. Concepts in Excel are sometimes difficult to grasp and each chapter builds on the previous chapters so it is very important that if you do not understand a concept, that you ask for help! 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, quizzes, one test, and a final project. For each assignment, an answer key is provided. ***You will have only one opportunity to submit your assignments so please check your projects carefully against the answer key before you submit your work.*** Points will be deducted for errors. Each assignment is worth 20 points and the grading scale is as follows:

<b>Percent</b>	<b>Grade</b>
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.

<b>BIT 133A-- Business Software Microsoft Excel Level 1 Class Assignment Sheet—This is an 8-week Course!</b>	
<b>There are 8 semester weeks Assignments due by:</b>	<b>Specific assignment information is available on the course Learning Modules page for each chapter</b>
Saturday, February 28	Attend the first class meeting on February 23 at 7:30 pm in R202. Complete the online survey and post your introduction to the discussion board. Obtain your text book and materials.
Saturday, March 7	<b>Chapter 1</b> Creating a Worksheet and Charting Data
Saturday, March 14	<b>Chapter 2</b> Using Multiple Sheet Workbooks
Saturday, March 21	<b>Chapter 3</b> Working with If functions and Large Worksheets
Saturday, March 28	Test on Chapters 1-3
Saturday, April 4	<b>Chapter 4</b> Creating Charts and Tables; Sorting and Filtering Data
Saturday, April 11	<b>Chapter 5</b> Making Decisions with Functions
Saturday, April 18	<b>Final Project</b>

## Getting Started in BIT 133A

*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?

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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 Excel 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?

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#### 1. Attend the first class meeting

- Attend the first class meeting in **R202 on Monday, February 23 from 7:30 to 8:30 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](mailto: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 133A 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 133A 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?

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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?

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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)

<b>Certificates of Completion (12-16.5 Units)</b>	
<p><b>Office Applications Specialist I (12 Units)</b></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><b>Office Applications Specialist II (12 Units)</b></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><b>Office Assistant (16-16.5 Units)</b></p> <p>BIT 11A Keyboarding &amp; 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><b>Executive Assistant (16 units)</b></p> <p>BIT 104 Advanced Excel            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>

<b>Certificates of Achievement (18+ Units)</b>		
<p><b>Data Entry Technician (18-19 Units)</b></p> <p>ACCTG 101 Bookkeeping-Accounting            BIT 11A Keyboarding &amp; 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><b>Business Software Specialist (25 Units)</b></p> <p>BIT 11A Keyboarding &amp; 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><b>Administrative Assistant (35 Units)</b></p> <p>BIT 11A Keyboarding &amp; 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>