

## BIT 25—Survey of Computer Technology in Business Spring 2009 Section #4804, 3 Units

If the course is closed and you would like to add this course, come to the first class meeting or email or phone the professor.

<b>Course Offered</b>	On campus, 16-weeks, full semester, February 27 – June 19
<b>First Class Meeting</b>	Friday, February 27, at 9:00 am in R206
<b>Course Delivery Method, Time, and Room</b>	The course meets every Friday from 9:00 am – 12:20 pm in R206.
<b>Course Professor</b>	Ms. Brenda Adams, 626-585-7059, bsadams@pasadena.edu
<b>Course Textbook Information</b>	<p>Two books are required for this course:</p> <p><i>Technology in Action Introductory, 5<sup>th</sup> Edition</i>, by Evans, Martin, and Poatsy, published by Pearson Prentice Hall ISBN 0536881022</p> <p><i>Microsoft Office 2007 Essentials, by Shelly and Cashman</i>, published by Cengage Learning, ISBN 1428309535</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><small>(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.)</small></p>
<b>Course Software Information</b>	<p>This course uses Microsoft Office 2007 (Word, Excel, Access, and PowerPoint). You can download a free trial version of the software from <a href="http://www.microsoft.com">www.microsoft.com</a> To work at home or elsewhere, the computer you use must have Windows Vista, and Microsoft Office 2007. For special student pricing on software, 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>. The software is available in your classroom and in the Business Computer Center, R202.</p>
<b>What You Will Learn in This Course</b>	You will learn how computers are used in business organizations and will practice using common business software.
<b>Why You Should Take This Course</b>	This course transfers to 4-year colleges, is required for most 4-year degrees, and is required for four BIT certificates.
<b>Computer Lab Information</b>	<p>R202 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:</p> <p>Monday – Thursday 9 am – 8 pm, Friday, 9 am – 3 pm, Saturday, 8 am – 12 noon</p>
<b>Business Information Technology Certificates to Which This Course Applies</b>	<ul style="list-style-type: none"> <li>• Administrative Assistant</li> <li>• Office Assistant</li> <li>• Business Software Specialist</li> <li>• Data Entry Technician</li> </ul>

