

BIT 25—Survey of Computer Technology in Business

Spring 2009 Section #7457, 3 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, 16-weeks, full semester, February 23 – June 20
First Class Meeting	Monday, February 23, 5:30 pm – 6:30 pm in R202. (This meeting is optional if you have taken an online BIT course before; be sure to log into Blackboard and complete the survey.) If you will not be attending the orientation meeting, e-mail or phone the professor.
Course Delivery Method, Time, and Room	Online course; arrange your hours to work either at home or in the Business Computer Center in R202 at PCC. Plan on approximately 3-5 hours per week to complete assignments. Communicate with your instructor and submit assignments using Blackboard, PCC's online course management system at http://pcc.blackboard.com
Course Professor	Dr. Sonia Wurst, 626-585-7353 or skwurst@pasadena.edu
Course Textbook Information	Two books are required for this course: <i>Technology in Action Introductory, 5th Edition</i> , by Evans, Martin, and Poatsy, published by Pearson Prentice Hall ISBN 0536881022 <i>Microsoft Office 2007 Essentials</i> , by Shelly and Cashman, published by Cengage Learning, ISBN 1428309535 Get your books on campus or online from the PCC bookstore. Go to www.pasadena.edu and click Student Services, and then click Online Bookstore. <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>
Course Software Information	This course uses Microsoft Office 2007 (Word, Excel, Access, and PowerPoint). You can download a free trial version of the software from www.microsoft.com 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 www.pasadena.edu/bit and click <i>How to Get Software for Your Own Computer</i> . The software is available in R202.
What You Will Learn in This Course	You will learn how computers are used in business organizations and will practice using common business software.
Why You Should Take This Course	This course transfers to 4-year colleges, is required for most 4-year degrees, and is required for four BIT certificates.
Computer Lab Information	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: 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• Office Assistant• Business Software Specialist• Data Entry Technician