

**BIT 107 Business Software –Windows Vista**  
**Summer 2009 Section #8320, 1 Unit**

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

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| <b>Course Offered</b> | Online, 6-Week Summer session, June 22 – August 1 |
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| <b>First Class Meeting</b> | There is an optional 1-hour meeting on Tuesday, June 23, at 6:00 p.m. in R202. If you have taken online courses in the BIT program before, you do not need to attend.<br><br>Tuesday, June 23, at <b>6 pm</b> in R202 |
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| <b>Course Delivery Method, Time, and Room</b> | Online course; arrange your own hours and work on your own computer. <b>Plan approximately 6 hours per week to complete assignments</b> ; 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 <b><a href="http://www.pcc.blackboard.com">www.pcc.blackboard.com</a></b> |
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| <b>Course Professor</b> | Dr. Shelley Gaskin, 626-585-7343 or <a href="mailto:slgaskin@pasadena.edu">slgaskin@pasadena.edu</a> |
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| <b>Course Textbook Information</b> | <b><i>GO! with Microsoft Windows Vista</i></b> , by Gaskin, Townsend, and Ferrett, published by Pearson Prentice Hall, ISBN 0136140777. Obtain your book at the Pasadena City College bookstore, either on campus or online. Go to <a href="http://www.pasadena.edu">www.pasadena.edu</a> and click Student Services, and then click Online Bookstore.<br><br><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> |
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| <b>Course Software Information</b> | This course uses Microsoft Windows Vista. To work at home or elsewhere, the computer you use must have Microsoft Windows Vista. 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> . |
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| <b>What You Will Learn in This Course</b> | You will learn how to manage your computer files on the disk drives of a computer and how to manage the hardware and software associated with your computer. |
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| <b>Why You Should Take This Course</b> | If you use a computer, you must be able to manage and locate your information using the computer's operating system—Windows. |
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| <b>Computer Lab Information</b> | Sorry, our lab in R202 is not open during the summer session, and the campus labs do not yet have Windows Vista. If you cannot work on your own computer using Windows Vista, please plan to take the course in the Fall semester when all labs are operational. |
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| <b>Business Information Technology Certificates to Which This Course Applies</b> | <ul style="list-style-type: none"><li>• Administrative Assistant</li><li>• Business Software Specialist</li><li>• Executive Assistant</li><li>• Office Assistant</li><li>• Office Applications Specialist I</li><li>• Data Entry Technician</li></ul> |
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