

# BIT 11A Computer Keyboarding and Document Processing

## Summer 2009 Section #8005, 2 Units

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

<b>Course Offered</b>	Online, 6-Week Summer session, June 22 – August 1
<b>First Class Meeting</b>	<p>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.</p> <p>Tuesday, June 23, at <b>6 pm</b> in R202</p>
<b>Course Delivery Method, Time, and Room</b>	<p>Online course; arrange your own hours and work on your own computer or on campus in the D building labs (<a href="http://www.pasadena.edu/student-services/clc/">http://www.pasadena.edu/student-services/clc/</a>). <b>Plan approximately 12 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 <a href="http://www.pcc.blackboard.com">www.pcc.blackboard.com</a></p>
<b>Course Professor</b>	Dr. Shelley Gaskin, <a href="mailto:slgaskin@pasadena.edu">slgaskin@pasadena.edu</a> or 626-585-7343
<b>Course Textbook Information</b>	<p>Special package for this course: <u><i>Keyboarding and Formatting Essentials Lessons 1-60 2<sup>nd</sup> Edition, Basic English the Easy Way (Custom Edition for PCC), KeyPro software CD. ISBN 0324673515</i></u> 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> <p><b><i>This book covers two courses: BIT 11A and BIT 11B</i></b></p>
<b>Course Software Information</b>	<p>The software for this course is Microsoft Word 2007 and the keyboarding software that comes packaged with the textbook. 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>.</p>
<b>What You Will Learn in This Course</b>	<p>You will learn touch control of the computer keyboard and how to build basic business documents using word processing software.</p>
<b>Why You Should Take This Course</b>	<p>This skill will make using a computer easy and enjoyable. You will be able to create business documents using word processing software.</p>
<b>Computer Lab Information</b>	<p>During the shorter summer session, Office 2007 is available in the D building labs on the campus; our lab in R202 is not open during the summer session. No BIT-specific tutoring is available in the D building labs. For D building lab information go to <a href="http://www.pasadena.edu/student-services/clc/">http://www.pasadena.edu/student-services/clc/</a></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>