

# BIT 133A—Business Software—Microsoft Excel Level 1

## Summer 2009 Section #8350, 1.5 Units

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 <b><i>If you want to take both 133A and 133B in the summer session, register for both courses, and then use the first three weeks for BIT 133A and the second three weeks for BIT 133B.</i></b>
<b>First Class Meeting</b>	There is an optional 1-hour meeting on Tuesday, June 17, at 6:00 p.m. in R202. If you have taken online courses in the BIT program before, you do not need to attend.  Tuesday, June 23, at 6 pm in R202
<b>Course Delivery Method, Time, and Room</b>	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 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 <a href="http://www.pcc.blackboard.com">www.pcc.blackboard.com</a>
<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>	<i>GO! with Microsoft Excel 2007 Comprehensive</i> by Gaskin & Jolly, published by Pearson Prentice Hall, ISBN 0132255596 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. <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> <b><i>This book covers two courses: BIT 133A and BIT 133B</i></b>
<b>Course Software Information</b>	The software for this course is Microsoft Excel 2007 (part of Microsoft Office Professional). To work at home or elsewhere, the computer you use must have an appropriate version of the Windows operating system (XP or Vista) and Microsoft Excel 2007. 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> .
<b>What You Will Learn in This Course</b>	You will learn to create business worksheets and to use the features of Microsoft Excel 2007.
<b>Why You Should Take This Course</b>	Microsoft Excel is used throughout the world as the standard spreadsheet program.
<b>Computer Lab Information</b>	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>
<b>Business Information Technology Certificates to Which This Course Applies</b>	<ul style="list-style-type: none"><li>• Data Entry Technician</li><li>• Office Applications Specialist I</li><li>• Administrative Assistant</li><li>• Office Applications Specialist II</li><li>• Office Assistant</li><li>• Business Software Specialist</li></ul>

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