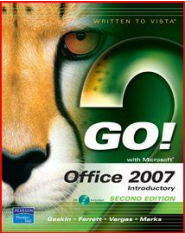


BIT 106 Business Software – Comprehensive Microsoft Office

Winter 2009 Section #0284, 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, 6-week Winter term, January 12 – February 21
First Class Meeting	Tuesday, January 13, 6 p.m. – 7 p.m. in R202 (Optional if you have taken an online BIT course before; be sure to log into Blackboard and complete the survey.) If you cannot attend the orientation meeting, e-mail or phone the professor.
Course Delivery Method, Time, and Room	Online course; arrange your own hours and work either at home or in D101 on campus. D101 is an open lab, not a classroom; no instructor is available but you may use the computers and gain Internet access. For hours of operation, call 626-585-7357 or check the college Web site. During the Winter term, our BIT lab in R202 is closed. Plan approximately 4.5 hours per week to complete assignments; however, you may need more or less time each week. Communicate with your instructor and submit assignments using Blackboard, PCC's online course management system.
Course Professor	Dr. Shelley Gaskin, 626-585-7343 or slgaskin@pasadena.edu
Course Textbook Information	 <p><i>GO! with Microsoft Office 2007 Introductory</i>, by Gaskin, Ferrett, Vargas, and Marks, published by Pearson Prentice Hall, ISBN 9780135054635. Obtain your book at the Pasadena City College bookstore, either on campus or online. Go to www.pasadena.edu and click Student Services, and then click Online Bookstore.</p> <p>This is a new ISBN for the Winter term and includes a CD and code for special training and assessment software.</p> <p>(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.)</p>
Course Software Information	This course uses Microsoft Office 2007. 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 XP or Vista, and Microsoft Office 2007 including Access. 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 D101.
What You Will Learn in This Course	You will complete a comprehensive and intensive overview of Microsoft Office 2007 including Word, Excel, PowerPoint, and Access.
Why You Should Take This Course	The Microsoft Office suite of computer applications is the most commonly used software in the world. Almost every job in any field uses one or more of these programs.
Computer Lab Information	During the short winter term, the BIT lab in R202 is closed. You can use the computers and software in D101, but no instructor is available. Tutors are sometimes available in the Learning Assistance Center.
Business Information Technology Certificates to Which This Course Applies	<ul style="list-style-type: none">• Executive Assistant