

BIT 107 Business Software – Windows Vista

Winter 2009 Section #0288, 1 Unit

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 on your own computer. No campus computers have Windows Vista, so if you do not have your own computer with Windows Vista, plan to take the course in the Spring semester when our R202 lab is open and where Windows Vista is available. 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 Windows Vista</i>, 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 www.pasadena.edu and click Student Services, and then click Online Bookstore.</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	<p>The Winter section of this course is designed only for individuals who have a computer with Windows Vista. You must be able to work on a computer with Windows Vista. No campus computers have Windows Vista, so if you do not have your own computer with Windows Vista, plan to take the course in the Spring semester when our BIT lab in R202 is open and where Windows Vista is available.</p> <p>You will also need 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>.</p>
What You Will Learn in This Course	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.
Why You Should Take This Course	If you use a computer, you must be able to manage and locate your information using the computer's operating system—Windows.
Computer Lab Information	The labs on campus that are open to all students do not have Windows Vista, so if you do not have your own computer with Windows Vista, plan to take the course in the Spring semester when our BIT lab in R202 is open and where Windows Vista is available.
Business Information Technology Certificates to Which This Course Applies	<ul style="list-style-type: none">• Administrative Assistant• Business Software Specialist• Executive Assistant• Office Assistant• Office Applications Specialist I• Data Entry Technician