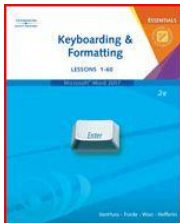


BIT 11B Advanced Computer Keyboarding and Document Processing

Winter 2009 Section #0235, 2 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 12 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	Special package for this course: <u>Keyboarding and Formatting Essentials Lessons 1-60 2nd Edition, Basic English the Easy Way (Custom Edition for PCC), KeyPro software CD. ISBN 0324673515</u> Get your books on campus or online from the PCC bookstore. Go to www.pasadena.edu and click Student Services, and then click Online Bookstore. (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.) This book covers TWO courses: BIT 11A and BIT 11B
 Course Software Information	The software for this course is Microsoft Word 2007 and the keyboarding software that comes packaged with your textbook. For special student pricing on Microsoft products, 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 increase your keyboarding speed and accuracy and build complex business documents using word processing software.
Why You Should Take This Course	You will be able to create complex business documents for personal and business use.
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">• Administrative Assistant• Office Assistant• Business Software Specialist• Data Entry Technician