

BUSINESS AND INFORMATION TECHNOLOGY - SELF-PACED COMPUTER LAB CLASSES

The following BIT sections are open-lab, independent study courses. During listed hours, you can do homework, receive assistance from instructors, and take proctored tests.

Courses listed with a "C" in the section number (C1 or C2) are continuous enrollment, meaning you can enroll in these classes until May 18, 2012, and take tests as you are ready during the quarter. For courses with no "C", you must enroll by the 10th day of the quarter and turn in assignments on a schedule.

Students must attend an on-site orientation session with the instructor during lab hours within one week of enrolling in the course. These self-paced labs are **not** online courses.

Class Times and Locations

All classes meet in CC1-231.
Lab hours with instruction are:

SECTIONS 01 and C1

Monday–Thursday, 7:30 AM–10:30 AM

SECTIONS 02 and C2

Monday, Wednesday, 5:45 PM–9:40 PM

Saturday, 9 AM–2:55 PM

BIT 150 Introduction to Keyboarding

RE- Prerequisite(s): None.

Item 1430 Sec C1 La Vasseur, A. 1cr.
Self-Paced

This section has an additional fee of \$2.75

Item 1440 Sec C2 Abbey, D. 1cr.
Self-Paced

This section has an additional fee of \$2.75

BIT 155 Advanced Word Processing

RE- Prerequisite(s): None.

Item 1530 Sec C1 La Vasseur, A. 1cr.
Self-Paced

This section has an additional fee of \$2.75

Item 1540 Sec C2 Abbey, D. 1cr.
Self-Paced

This section has an additional fee of \$2.75

BIT 160 Digital Imaging

RE- Prerequisite(s): None.

Item 1630 Sec 01 La Vasseur, A. 1cr.
Self-Paced

This section has an additional fee of \$2.75

Item 1640 Sec 02 Abbey, D. 1cr.
Self-Paced

This section has an additional fee of \$2.75

BIT 151 Introduction to Computer Hardware

RE- Prerequisite(s): None.

Item 1450 Sec C1 La Vasseur, A. 1cr.
Self-Paced

This section has an additional fee of \$2.75

Item 1460 Sec C2 Abbey, D. 1cr.
Self-Paced

This section has an additional fee of \$2.75

BIT 156 Beginning Spreadsheet

RE- Prerequisite(s): None.

Item 1550 Sec C1 La Vasseur, A. 1cr.
Self-Paced

This section has an additional fee of \$2.75

Item 1560 Sec C2 Abbey, D. 1cr.
Self-Paced

This section has an additional fee of \$2.75

BIT 161 Vector Graphics

RE- Prerequisite(s): None.

Item 1650 Sec 01 La Vasseur, A. 1cr.
Self-Paced

This section has an additional fee of \$2.75

Item 1660 Sec 02 Abbey, D. 1cr.
Self-Paced

This section has an additional fee of \$2.75

BIT 152 Windows Basics

RE- Prerequisite(s): None.

Item 1470 Sec C1 La Vasseur, A. 1cr.
Self-Paced

This section has an additional fee of \$2.75

Item 1480 Sec C2 Abbey, D. 1cr.
Self-Paced

This section has an additional fee of \$2.75

BIT 157 Advanced Spreadsheet

RE- Prerequisite(s): None.

Item 1570 Sec C1 La Vasseur, A. 1cr.
Self-Paced

This section has an additional fee of \$2.75

Item 1580 Sec C2 Abbey, D. 1cr.
Self-Paced

This section has an additional fee of \$2.75

BIT 163 Beginning PowerPoint

RE- Prerequisite(s): Completion of or co-enrollment in BIT 152 with a grade of 2.0 or higher.

Item 1670 Sec C1 La Vasseur, A. 1cr.
Self-Paced

This section has an additional fee of \$2.75

Item 1680 Sec C2 Abbey, D. 1cr.
Self-Paced

This section has an additional fee of \$2.75

BIT 153 Using the Internet

RE- Prerequisite(s): None.

Item 1490 Sec C1 La Vasseur, A. 1cr.
Self-Paced

This section has an additional fee of \$2.75

Item 1500 Sec C2 Abbey, D. 1cr.
Self-Paced

This section has an additional fee of \$2.75

BIT 158 Beginning Database

RE- Prerequisite(s): None.

Item 1590 Sec C1 La Vasseur, A. 1cr.
Self-Paced

This section has an additional fee of \$2.75

Item 1600 Sec C2 Abbey, D. 1cr.
Self-Paced

This section has an additional fee of \$2.75

BIT 164 Microsoft Outlook

RE- Prerequisite(s): Completion or co-enrollment in BIT 152 with a grade of 2.0 or higher.

Item 1690 Sec C1 La Vasseur, A. 1cr.
Self-Paced

This section has an additional fee of \$2.75

Item 1700 Sec C2 Abbey, D. 1cr.
Self-Paced

This section has an additional fee of \$2.75

BIT 154 Beginning Word Processing

RE- Prerequisite(s): None.

Item 1510 Sec C1 La Vasseur, A. 1cr.
Self-Paced

This section has an additional fee of \$2.75

Item 1520 Sec C2 Abbey, D. 1cr.
Self-Paced

This section has an additional fee of \$2.75

BIT 159 Advanced Database

RE- Prerequisite(s): None.

Item 1610 Sec C1 La Vasseur, A. 1cr.
Self-Paced

This section has an additional fee of \$2.75

Item 1620 Sec C2 Abbey, D. 1cr.
Self-Paced

This section has an additional fee of \$2.75