



El Camino College Distance Education Course Information

Course Title: Business 55: Advanced Microsoft Office-Integrated Software Applications

Section: 4313

Orientation Meeting on Campus:

4-6pm on Thursday, February 14, 2008 in Business 9

INSTRUCTOR: Dr. Kriss Stauber

EMAIL: kstauber@elcamino.edu

*Email is the best way to contact me.

TELEPHONE: (310) 660-3775

OFFICE HOURS: M & W 10:30 -11am; T & Th 5-6pm (on campus beginning Monday, February 11, 2008)

REQUIRED COURSE INFORMATION

The required textbook is Microsoft Office 2007: Advanced Concepts and Techniques, Shelly, Cashman, Vermaat, Course Technology, 2008, shrink-wrapped with Student Guide to Blackboard (pin-protected).

Please purchase your textbook in the El Camino College Bookstore to be sure you get the required Blackboard access key that will be included with your bookstore purchase.

The access key is necessary to access assignments and tests at

<http://webtutorsummer.blackboard.com>, all of which will be demonstrated at the required orientation meeting on Thursday, February 14, from 4 to 6 p.m. in Business 9. Bring your access key and text with you to the orientation.

Email me at kstauber@elcamino.edu if you have questions or want further information.