Instructor: Rose Ferro  
Email: Rose.Ferro@BristolCC.edu or RFerroBCC@yahoo.com  
Telephone: (508) 678-2811 x2027 (email is preferred)  
Course Website: www.rferro.com  
Office Hours:  
Mondays 12:30PM - 1:45PM (K218, Fall River)  
Tuesday 12PM - 12:30PM (New Bedford Adjunct Faculty Office, Room NH 319 3rd Floor Health Building)  
Wednesdays 12:30PM - 1:45PM (K218, Fall River)  

Course Schedule: Tuesdays and Thursdays 12:30PM - 1:45PM (in NH 315, New Bedford)  

Course Description: Students are introduced to computers and to business applications with emphasis on applications and Windows Explorer. Students learn to use applications individually and to use multiple applications to develop a project. Students learn to use email effectively and to do research on the Internet using multiple browsers and their advanced features. This course is designed for students with no prior computing experience and is not part of any CIS options. It is not open to students who have successfully completed CIS 111. Three class hours a week. Prerequisite: None  

Course Material/Requirements:  
CMPTR Authors: Robin Romer | Katherine Pinard  
Access to the online SAM tool is also a requirement of this course. Both the book and the SAM Access Code can be purchased as a package, for a discounted price, directly from the bookstore. All SAM due dates are indicated within the SAM tool as well as referenced on the course website.  

It is highly recommended that students purchase a flash drive for this course as well as have access to high speed internet (i.e. DSL, cable). Note: Students who do not have access to Microsoft Office 2010 on a personal computer should check the BCC lab schedule (K130) to ensure that they have ample time to complete all assignments.  

Classroom Policy: Students are expected to abide by all College Policies as identified in the BCC Student Handbook. Students are expected to provide their undivided attention to the instructor and are not permitted to disrupt the class or any student(s) by holding side conversations, texting during class, or any other form of disruption or distraction. Students should conduct themselves as they would a business environment and show respect to both their fellow the students as well as the instructor. Any issues or concerns should immediately be brought to the attention of the instructor. Students who do not abide by this and/or college policy may be ejected from the class. Cell phones should be turned off or should be set to silent / vibrate. Urgent calls may be taken outside of the classroom.  

Course Objectives: Upon the completion of this course, students will not only feel more confident utilizing the Microsoft Office tools (listed below) in the context of a business environment, but they will have improved problem solving skills relating to various areas of business and technology.  
- Microsoft Word 2010  
- Microsoft Excel 2010  
- Microsoft PowerPoint 2010  
- Microsoft Access 2010  

Attendance: Students who miss class are responsible for checking their course resources for topics covered as well as upcoming assignments. Students are required to attend classes and may be withdrawn from the course if attendance drops below the hours required by the college. In the event of an absence, it is expected that the student will send an email to the instructor with the reason for the absence, if any consideration for an excused absence is sought after. The email must be submitted within no more than two days prior or following the day of the absence. Verbal explanations will not be taken into account.
**Course Outline:** This course is presented in both a lecture and hands-on format. Course related assignments, trainings, etc. will allow students to:

- Understand how to use Microsoft Office 2010 as a tool to accomplish business goals
- Gain the skills necessary to prepare for core business classes as well as real-life business situations
- Learn to work independently as well as collaborate with others in arriving at applicable solutions

**Tentative SAM Course Projects and Due Dates**

**MS Word**
- MS Word Chapter 10 (due by midnight on Sept 17)
- MS Word Chapter 11 (due by midnight on Sept 24)
- MS Word Chapter 12 (due by midnight on Oct 1)

**MS Excel**
- MS Excel Chapter 13 (due by midnight on Oct 8)
- MS Excel Chapter 14 (due by midnight on Oct 15)
- MS Excel Chapter 15 (due by midnight on Oct 22)
- MS Excel Chapter 16 (due by midnight on Oct 29)

**MS Access**
- MS Access Chapter 17 (due by midnight on Nov 5)
- MS Access Chapter 18 (due by midnight on Nov 12)
- MS Access Chapter 19 (due by midnight on Nov 19)

**MS PPT**
- MS PPT Chapter 20 (due by midnight on Nov 26)
- MS PPT Chapter 21 (due by midnight on Dec 3)

**Course Topics:** Below are the general topics to be covered within this course. All reading requirements, assignments, quizzes, etc. will be posted on the course website. In general, quizzes will be assigned upon the completion of each section. The topics and order in which they are presented may change with the aim to accommodate the needs of the students as we progress throughout the semester. In order to be successful in this course, students are expected to stay engaged with the class and complete/submit assignments on time. Unless otherwise specified, assignments should be completed, attached and sent via email before the start of the next scheduled class day. Anything received after the start of class will be considered late.

**Concepts**
- Introduction to Computers and the Internet.
- Computer Hardware.
- Computer Software.

**Networks and Internet**
- Computer Networks.
- Introducing the Internet and Email.
- Network and Internet Security and Privacy.

**Windows 7**
- Exploring Microsoft Windows 7.
- Managing Your Files.

**Office 2010**
- Introducing Microsoft Office 2010.

**Word 2010**
- Creating a Document.
- Formatting a Long Document.
- Enhancing a Document.

**Excel 2010**
- Creating a Workbook.
- Formatting a Workbook.
- Working with Formulas and Functions.
- Inserting and Formatting Charts.

**Access 2010**
- Creating a Database.
- Maintaining and Querying a Database.
- Creating Forms and Reports.

**PowerPoint 2010**
- Creating a Presentation and Enhancing a Presentation.
**Grading Policy/Requirements:** Suggested and/or required readings must be completed prior to class to allow students to have a better understanding of the topic(s) at hand, be able to participate in in-class discussions, and ask relevant questions.

All homework assignments are due the following day of class, unless otherwise specified. Late assignments will be deducted 10% for the first day, 20% the second day, 30% the third day, and anything over four days will be deducted 40%. Assignments should be submitted via email prior to the start of class the day the assignment is due (unless otherwise specified) and must meet all required criteria in order to obtain full credit. No assignment will be accepted beyond a week past the due date without explicit permission from the instructor.

Students are responsible for completing and submitting all assigned tests and exercises. Missed tests may be made up with the permission of the professor. Only one test/quiz may be made up per semester. At times, hardcopies may be requested for submission. Failure to turn either a hard or soft copy prior/during class will be penalized as a late assignment. Should a hard copy be requested, it must be submitted in a presentable and professional format (stapled, hole punched, etc.) in advance.

**Filename and Email Subject Requirements:** All assignments (hard and soft copies - email) must include the student’s full name, course and section number, and a brief description of the assignment. This information should be included (and clearly referenced) in the footer of each document. The filename must also reference this format. For example (filename): CIS110_YourName_Definitions.

Note: All filename spaces should be replaced with and underscore “_” and NO SLASHES are included in the date format. All assignments must be completed individually. Those assignments that closely resemble other individual’s work will be penalized. All emails must include a subject which follows the format above, with the exception of the underscores. Email subjects SHOULD contain spaces, i.e. CIS110 Your Name Definitions

**Communication Policy (for email assignment submissions only):** You should expect to receive feedback regarding an assignment submission no sooner than the day after the due date of the assignment. This allows for consistent feedback as well as the opportunity for all students to have a fair chance to complete the assignment. It is important to note that if you have questions pertaining to an assignment that you send the question separately from your submission. If you have a question about the content of your submission and are requesting clarification, please be sure to follow the email guidelines that I have provided to you, in this syllabus, to ensure that you use the key word "question" as part of your email subject requirements. If anything surpasses a week beyond the due date and you have not received any communication regarding your submission, it is your responsibility to confirm with the instructor that the assignment has been successfully submitted / received by forwarding the original submission and requesting confirmation.

**Semester Grades*:**

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<thead>
<tr>
<th>Percentage</th>
<th>Assignment Type</th>
</tr>
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<tbody>
<tr>
<td>10%</td>
<td>Attendance**</td>
</tr>
<tr>
<td>45%</td>
<td>SAM Projects and Homework Assignments</td>
</tr>
<tr>
<td>45%</td>
<td>In class Tests and Quizzes</td>
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*There may be opportunities for extra credit, if requested.  **Students may be withdrawn from class if they do not meet the requirements described within the college attendance policy

Note: If a project is assigned for this class, as designated percentage of your course grade will be indicated to you. Also, if there is a need to change the grading values, as indicated above, for any reason, you will be notified.

**Evaluation:** Assignments and programs are graded using either number grades or letter grades based on the following A=(90-100), B=(80-89), C=(70-79), D=(60-69), F=(below 60). The students’ grade for the course will use the same scale and will be based on the percentages indicated above. Plus and minus grades will be given and based off of the grading system provided by the college. If any projects are assigned as part of your required course work, you must successfully complete them along with all of your major tests/quizzes in order to pass this course. Failure to do so may result in a failing course grade.
Additional Assistance: Students that require additional assistance mastering the coursework are encouraged to contact the Tutoring and Academic Support Center (TASC) by calling (508) 678-2811 x2295 or by visiting Room B110 (in Fall River) to make an appointment. There are also tutoring services available at the New Bedford campus located on the first floor of the Cherry Building.

Accommodations: If you have a documented disability and will be requiring accommodations, please contact the instructor as well as the Office of Disability Services (B104, 508-678-2811 ext. 2955) as soon as possible to arrange for appropriate accommodations. You may also contact ODS online at http://www.bristol.mass.edu/Students/ods/request_forms/ods_contact_us.cfm.

College Policies: As a college student you are expected to make yourself aware of the college policies and abide by them. As of January 2010, the following policies have been put into effect. You should check the BCC website at www.Bristolcc.edu to learn more.

- Academic Integrity Policy
- Academic Dishonesty Policy
- Academic Negligence Policy
- Developmental Courses Policy