Instructor: Rose Ferro  
Email: Rose.Ferro@BristolCC.edu or rferrobcc@yahoo.com (both forward to rferrobcc@yahoo.com)  
Telephone: (508) 678-2811 x2027 (email communication is preferred)  
Course Website: www.rferro.com  
Office Hours: By Appointment Only  

Course Schedule:  
Mondays 4PM – 6:40PM  Advanced Business Information Systems  K105  

Course Description: This course includes an in-depth study of a spreadsheet package, including its database and graphic capabilities, and its logical functions and macro capabilities. A study of a leading word processing package, including its graphic/desktop-publishing features is included. Students work with an integrated office package and learn how to convert, link, and embed data between the word processor and spreadsheet programs. Other business applications are included. Basic familiarity with Word and Excel is recommended; students without this knowledge should consider taking CIS 111.  

Course Objectives: Upon the completion of this course, students will feel confident using a variety of advanced features within the following tools in the context of a business environment. In addition, students will have improved problem solving skills relating to various areas of business and technology.  
- Microsoft Word 2007  
- Microsoft Excel 2007  
- Microsoft Access 2007  

Course Outline: This course is being offered as a student option. This means that students have the flexibility to take this course in person (lecture), from home (distance learning), or both (hybrid). Course related research, reading, assignments, trainings, etc. will allow students to:  
- Understand how to use advanced Microsoft Office 2007 features as a means to accomplish business goals  
- Gain the skills necessary to prepare them for real-life business situations  

Course resources and assignments will be made available online via www.rferro.com. In order to be successful in this course, students are expected to check the website frequently and complete/submit assignments on time. All assignments, unless otherwise specified, must be emailed to the instructor in order to be eligible for full credit. Students are also expected to check their accessBCC email accounts periodically for additional class updates.  

Attendance: Given that this is a student option course and an in class presence is not required, student will be expected to use alternative methods as a means of meeting the attendance guidelines. Students must communicate with the instructor at least once a week. Communication includes email, online discussions/post, as well as online/virtual (or in person) office hours/help sessions. Students who do not communicate with the instructor for more than two weeks may be withdrawn from the class.  

Disability Accommodations: Bristol Community College complies with federal legislation for individuals with disabilities (Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 and the ADAA of 2009) and offers reasonable accommodations to qualified students with disabilities. It is your responsibility to notify the Office of Disability Services and your instructor of your need for classroom accommodations. Accommodations are arranged through the Office of Disability Services (ODS), which will issue a confidential Disability Services Accommodation Form. This should be accomplished, when possible, during the first two weeks of class. If you have questions about the process, please contact ODS by calling (508) 678-2811 x2955 or stop by B104. You may also contact ODS online at http://www.bristol.mass.edu/Students/ods/request_forms/ods_contact_us.cfm.
Grading Policy/Requirements All reading and/or practice exercises are recommended to be completed prior to working on any and all graded assignments to ensure that you are well prepared and understand the skills that are being covered. Students are responsible for completing and submitting all assigned quizzes, tests, exercises, etc. Missed tests may be made up with the permission of the instructor. All homework assignments are due the date specified on the course website. Late assignments will be deducted 10% for each day that it is late, up to four days. It is up to the discretion of the instructor whether or not an assignment will be accepted beyond four days late. All assignments must meet all criteria in order to be eligible to obtain full credit.

All assignments must be completed individually and must abide by the college’s Honesty/Integrity policy. No assignments will be accepted if they 1) too closely resemble any submissions submitted by another student or 2) is copied from any other source (not created by you) and submitted without appropriate references.

The email subject for all email communications, including assignment submissions, must include the student’s full name, course and section number, and a brief description of the assignment (assignment reference). The filename must also reference this format, however should include NO SPACES within the filename. For example (filename): RoseFerro_CIS11122W_Definitions.doc. Note: All filename spaces should be replaced with an underscore “_”. If you include a date within your file name, be sure NOT to include any slashes. Anyone requesting help or has a questions to ask, you must include the keyword "Question" or "Help" in your email subject.

Semester Grades*:
85%  Homework assignments, quizzes/tests
10%  Final Exam
5%   Weekly communications (as defined within this course syllabus)
*There may be opportunities for extra credit, if requested.

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). Final course grades will use the same scale and will be based on the percentages indicated above. Plus and minus grades will be given and based on the grading system provided by the college.

Course Material: This course does not have a required course book. Therefore, required readings, tutorials, etc. will be incorporated into weekly lessons and posted to the course website. Some weeks may require additional, individual research to help add variety to the sources of information as well as provide additional opportunities to learn related skills.

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). You are to keep a back up of all of your files until you receive a final grade for this course. If necessary, you may be requested to submit/resubmit an assignment for proof of completion. Note: Students who do not have access to Microsoft Office 2007 on a personal computer should check the BCC lab schedule (K130 or library) to ensure that they have ample time to complete all assignments.
Course Outline: Below are the topics to be covered in this course. The topics and order in which they are presented may change with the aim to accommodate the needs of the students as the semester progresses. Reading requirements, assignments, quizzes, etc. will be posted on www.rferro.com. In order to be successful in this course, students are expected to check the website frequently and complete/submit all assignments on time.

**Microsoft Word**

i. Reviewing a Document  
   a. Working with Comments  
   b. Working with Track Changes  
   c. Compare Documents  

ii. Working with a Master Document  
   a. Creating an Outline  

iii. Organizing a Reference Document  
    a. Inserting a Cover Page, Blank Page  
    b. Creating a Table of Contents  
    c. Building an Index  
    d. Creating Alternating Headers  

iv. Creating, Modifying, and Enhancing Online Forms  

v. Working with Macros  

vi. Formula Auditing, Data Validation, and Complex Problem Solving  

vii. Importing Data, Working with PivotCharts, PivotTables, and Trendlines

**Microsoft Excel**  

I. What-if Analysis, Charting, and Working with Large Worksheets  

II. Financial Functions, Data Tables, and Amortization Schedules  
   a. Graphics Feature: SmartArt and Images  

III. Learning More about pre-existing Workbooks (Created by Someone Else)  

IV. Working with Macros

**Microsoft Access**

I. Querying a Database  

II. Maintaining a Database  

III. Creating Reports and Forms  

IV. Advanced Report and Form Techniques