

PRELIMINARY SCHEDULE

BCIS 1305 (campus classes)

Fall 2019

(note: this schedule is subject to change)

*** Assignments for each week are due by end of the day (11:59 PM) on Thursday. New assignments for the next week will be made available each Friday morning by noon ***

Wee k	Date	Topic
1	8/26/2019	Course Introduction, Syllabus Review, PSLO Alpha Pretest
2	9/2/2019	Monday, Sept 2 Labor Day – no classes
		Windows File Management
		Google Apps
3	9/9/2019	Google Apps (continued)
		Creating and Distributing Multimedia
		Understanding Web Browsers
4	9/16/2019	EXAM 1
		Intro to Microsoft Office & Microsoft Word
5	9/23/2019	Microsoft Word (continued)
6	9/30/2019	Sept. 30 Final day to drop or withdraw from classes without academic penalty
		EXAM 2
		Microsoft Excel
7	10/7/2019	Microsoft Excel (continued)
8	10/14/2019	Microsoft OneDrive
9	10/21/2019	Google Forms & Microsoft PowerPoint
		EXAM 3
10	10/28/2019	Internet Technologies (week 1) Search Engines, GPS & Maps
11	11/4/2019	Social Media and Information
		Internet Technologies (week 2) (Safe Shopping, Cybersecurity)
12	11/11/2019	EXAM 4
		Interacting in the Cloud
		Business Graphics
13	11/18/2019	Nov. 21 Final day to drop a course or withdraw with penalty
		Microsoft Access & Database Concepts
14	11/25/2019	Nov 28-29 Thanksgiving Break - no classes - offices and Gates Library closed
		Applying Technology & Introduction to SAP
15	12/2/2019	SAP continued, Semester Wrap-up <i>Dec 4 (Wednesday) is the last class day of the semester This is a short week and assignments will be due on Dec 4</i>
		Dec 5-12 Final Exams