

Fall 2020 BCIS Course Schedule

NOTE: assignments for each week are due at the end of the day on Sundays, unless otherwise directed in the assignment or on the syllabus/schedule. New assignments for the next week become available at 8 AM on Monday.

Week	Date	Exams and Important Dates	Topic
1	8/24/20		Hurricane Laura Recovery - no assignments
2	8/31/20		Hurricane Laura Recovery - no assignments
3	9/7/20	September 7 (Monday) Labor Day Holiday—no classes, LSCPA offices closed	Course Introduction (Syllabus Review, How to Submit Assignments, PSLO Alpha Pretest, etc) Working with Video Conferencing (Zoom) Windows File Management
4	9/14/20		Understanding Web Browsers Google Apps
5	9/21/20		Google Apps (continued) Creating and Distributing Multimedia Video Conferencing with Zoom
Exam 1, covering Weeks 3-5, will be given in Week 6. Campus classes will take the exam in class during week 6. Online students will take the exam online (proctored) at one of the following times: Wednesday September 30 at 5 PM, or Thursday October 1, 2020 at 9AM. See syllabus for more details.			
6	9/28/20	Exam 1	Microsoft OneDrive
7	10/5/20		Intro to Microsoft Office & Microsoft Word
8	10/12/20		Microsoft Word (continued)
9	10/19/20		Microsoft Excel
10	10/26/20		Microsoft Excel (continued)
Exam 2, covering Weeks 6-10, will be given in Week 11. Campus classes will take the exam in class during week 6. Online students will take the exam online (proctored) at one of the following times: Wednesday November 4 at 5 PM, or Thursday November 5, 2020 at 9AM. See syllabus for more details.			
11	11/2/20	Exam 2	Microsoft PowerPoint Internet Technologies (week 1) Search Engines, GPS, Location Services & Maps
12	11/9/20		Business Graphics Internet Technologies (week 2) (Safe Shopping, Cybersecurity) Social Media and Information
13	11/16/20	November 19 Final day to drop a course or withdraw with academic penalty	Google Forms Interacting in the Cloud
14	11/23/20	Thanksgiving Break Nov 26-27, 2020	Microsoft Access & Database Concepts

15	11/30/20	Dec 2 (Wednesday) is the last class day of the semester This is a short week and assignments will be due on or before Dec 2	Introduction to SAP
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Exam 3 (final exam), covering Weeks 11-15 will be given in Week 15-16. ALL BCIS STUDENTS will take the exam online (proctored) at one of the following times: Thursday December 3, 2020, 2 PM or Monday, December 7 at 11 AM. See syllabus for more details.