Fall 2024 BCIS 1305 Course Schedule (Campus Classes)

(schedule is subject to revision)

NOTE: Unless otherwise specified, assignments for each week are due at the end of the day on Sunday.   New assignments for the next week usually become available by noon on Monday.

Fall 2024-- in-person

Date	Week	Exams and Topics
8/26/24	1	Course Introduction syllabus review, how to submit assignments, working with email, etc) Google Apps
9/2/24	2	***Labor Day Holiday—no classes September 2 (Monday)*** Google Apps (continued) Google Forms Survey the Class (part 1)
9/9/24	3	Computer Basics & Windows File Management Understanding Web Browsers Creating and Distributing Multimedia Survey the Class (part 2)
9/16/24	4	
9/23/24	5	Survey the Class (part 3 - data analysis) Microsoft OneDrive
9/30/24	6	**Final day to drop without penalty September 30 (Monday)** **Exam 1** Spreadsheets (part 1)
10/7/24	7	Spreadsheets (part 2)
10/14/24	8	Spreadsheets (part 3)
10/21/24	9	Microsoft PowerPoint Internet Technologies (part 1) Search Engines, GPS, Location Services & Maps
10/28/24	10	**Exam 2** Business Graphics
11/4/24	11	Intro to Microsoft Word
11/11/24	12	Microsoft Word (part 2)
11/18/24	13	Internet Technologies (Part 2) (Safe Shopping, Cybersecuroty) Interacting in the Cloud Microsoft Access & Database Concepts
11/25/24	14	***Final day to drop with penalty November 25 (Monday)*** ***Thanksgiving & Energy Conservation day – no classes November 27-29, 2024 (Wed - Friday)*** Microsoft Access & Database Concepts (continued)
12/2/24	15	Introduction to SAP **Exam 3 (part 1)**
12/9/24	16 (Finals Week)	**Exam 3 (part 2)** Class Wrap Up Last Class Day December 12 (Thursday)