

# Fall 2022, BCIS 1305 Course Schedule (in-person)

(schedule is subject to revision)

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

Fall 2022 -- in-person		
Week	Date	Exams and Topics
1	8/22/22	Course Introduction (Zoom, syllabus review, how to submit assignments, working with email, etc) Google Apps (part 1)
2	8/29/22	Google Apps (continued) Google Forms
3	9/5/22	<b>9/5 is Labor Day Holiday—no class</b> Creating and Distributing Multimedia Google Forms
4	9/12/22	Windows File Management Understanding Web Browsers
5	9/19/22	Microsoft OneDrive
6	9/26/22	<b>Exam 1</b> Intro to Microsoft Office & Microsoft Word Final day to drop without penalty September 26 (Monday)
7	10/3/22	Microsoft Excel
8	10/10/22	Microsoft Excel (continued)
9	10/17/22	Microsoft Excel (continued)
10	10/24/22	Microsoft PowerPoint Internet Technologies (week 1) Search Engines, GPS, Location Services & Maps
11	10/31/22	<b>Exam 2</b> Business Graphics
12	11/7/22	Internet Technologies (week 2) (Safe Shopping, Cybersecurity)
13	11/14/22	Interacting in the Cloud Microsoft Access & Database Concepts <b>Nov 17 Final day to drop a course or withdraw with academic penalty</b>
14	11/21/22	Wednesday Nov 23 - no class Microsoft Access & Database Concepts (continued)
15	11/28/22	Introduction to SAP <b>Exam 3 (part 1)</b>
16 (Finals Week)	12/5/22	<b>Exam 3 (part 2)</b> Class Wrap Up December 8 is the last class day of the semester

