

# Fall 2022, BCIS 1305 Course Schedule (online)

(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 --Online |          |  |
|--------------------|----------|--|
| Week               | Date     | Exams and Topics   |
| 1                  | 8/22/22  | Course Introduction (Zoom, syllabus review, how to submit assignments, working with email, etc)<br>Google Apps (part 1)                        |
| 2                  | 8/29/22  | Google Apps (continued)<br>Google Forms  |
| 3                  | 9/5/22   | <b>9/5 is Labor Day Holiday—no class</b><br>Creating and Distributing Multimedia<br>Google Forms   |
| 4                  | 9/12/22  | Windows File Management<br>Understanding Web Browsers  |
| 5                  | 9/19/22  | Microsoft OneDrive   |
| 6                  | 9/26/22  | Intro to Microsoft Office & Microsoft Word<br>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<br>Internet Technologies (week 1) Search Engines, GPS, Location Services & Maps   |
| 11                 | 10/31/22 | Business Graphics  |
| 12                 | 11/7/22  | Internet Technologies (week 2) (Safe Shopping, Cybersecurity)  |
| 13                 | 11/14/22 | Interacting in the Cloud<br>Microsoft Access & Database Concepts<br><b>Nov 17 Final day to drop a course or withdraw with academic penalty</b> |
| 14                 | 11/21/22 | Wednesday Nov 23 - no class<br>Microsoft Access & Database Concepts (continued)  |
| 15                 | 11/28/22 | Introduction to SAP  |

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| 16<br>(Finals<br>Week) | 12/5/22 | <b>Final Exam December 5 at 5 PM or Dec 6 at 9 AM on the Lamar campus in MMED 203</b><br>December 8 is the last class day of the semester |
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