

Fall 23 BCIS 1305 Course Schedule (Online 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.

Week	Date	Exams and Topics
1	8/28/23	Course Introduction (Zoom, syllabus review, how to submit assignments, working with email, etc)
2	9/4/23	Google Apps Labor Day Holiday—no classes September 4 (Monday)
3	9/11/23	Google Forms Survey the Class (part 1) Creating and Distributing Multimedia
4	9/18/23	Windows File Management Understanding Web Browsers Survey the Class (part 2)
5	9/25/23	Survey the Class (part 3 - data analysis) Microsoft OneDrive
6	10/2/23	Final day to drop without penalty Oct. 2 (Monday) Spreadsheets (part 1)
7	10/9/23	Spreadsheets (part 2)
8	10/16/23	Spreadsheets (part 3)
9	10/23/23	Microsoft PowerPoint Internet Technologies (part 1) Search Engines, GPS, Location Services & Maps
10	10/30/23	Business Graphics
11	11/6/23	Intro to Microsoft Word
12	11/13/23	Microsoft Word (part 2)
13	11/20/23	Internet Technologies (Part 2) (Safe Shopping, Cybersecurity) Interacting in the Cloud Microsoft Access & Database Concepts Thanksgiving & Energy Conservation day – no classes November 22, 23 & 24 (Wed - Friday)
14	11/27/23	November 27 (Monday) Final day to drop with penalty Microsoft Access & Database Concepts (continued)
15	12/4/23	Introduction to SAP Class Wrap Up Final Exams Thursday December 7 at 8:30-11 AM, Thursday December 7 at 5 PM-7:30 PM, or Friday December 8 at 8:30-11 AM
16	12/11/23	Dec. 14 is the last class day of the semester