BIS 101-001/002/003 Class Schedule MWF Fall 2017

Week	Date	DAY	Class Activity/ Readings	Work Due
1	8/21	M	Intro. to class	
	8/23	W	NKU IT Resources & Directories/Review Assignments	
	8/25	F	Open Lab - register access codes and complete Directories assignment	**Complete Connect Master: Investigating Technology Lesson Due by Midnight** **Connect Master: File Management Lesson & Quiz Due by Midnight**
2	8/28	M	Review - Connect Master: Investigating Technology Review - Connect Master: File Management	**Complete SIMPath: Intro. Chapter: Windows 10, Office 2016 & File Management** **Complete SIMPath Word - Chapter 1 Due by Midnight**
	8/30	W	Review SIMPath: Intro. Chapter: Windows 10, Office 2016 & File Management Review SIMPath Word - Chapter 1 Assign Project: Word 2016 In Practice – Ch 1 Independent Project 1-6	**NKU Directories Assignment Due by Midnight**
	9/1	F	Open Lab	**Complete SIMPath Word Chapter 2 Due by Midnight**
3	9/4	M	**Labor Day - University Closed**	
	9/6	W	Review SIMPath Word Chapter 2 Due by Midnight Assign Project: Word 2016 In Practice – Ch 2 Independent Project 2-6	**Project: Word 2016 In Practice – Ch 1 Independent Project 1-6 Due by Midnight**
	9/8	F	Open Lab - Word	**Complete Connect Master - Computer Hardware Lesson & Quiz Due by Midnight**
4	9/11	M	Review - Connect Master - Computer Hardware	**Complete SIMPath Word Chapter 3 Due by Midnight**
	9/13	W	Review SIMPath Word Chapter 3 Assign Project: Word 2016 In Practice - Chapter 3 Independent Project 3-5	**Project: Word 2016 In Practice – Ch 2 Independent Project 2-6 Due by Midnight**
	9/15	F	Open Lab - Word	**Complete Connect Master - Computer Software & Buying a Computer Lesson & Quiz Due by Midnight**
5	9/18	M	Review - Connect Master - Computer Software & Buying a Computer	**Complete SIMPath Word Chapter 4 Due by Midnight**
	9/20	W	Review - SIMPath: Word - Chapter 4 Assign Project: Word 2016 Capstone – Level 1 Formatting a Document Career Services Presentation - Jennifer Richmond	**Project: Word 2016 In Practice – Ch 3 Independent Project 3-5 Due by Midnight**
	9/22	F	Open Lab - Word	**Complete Connect Master - Networking & Connecting to the Internet Lesson & Quiz Due by Midnight**
6	9/25	M	Review - Connect Master - Networking & Connecting to the Internet Assign Canvas Assignment: Resume	**Complete SIMPath PowerPoint Chapter 1 Due by Midnight**
	9/27	W	**Business Week**	**Project: Word 2016 Capstone – Level 1 Formatting a Document Due by Midnight**
	9/29	F	Open Lab - Resume Workshop	**Complete Connect Master: Computer Input Lesson & Quiz Due by Midnight** **Complete Connect Master: Computer Output Lesson & Quiz Due by Midnight**
7	10/2	M	Review - Connect Master: Computer Input Review - Connect Master: Computer Output	**Complete SIMPath PowerPoint Chapter 2 Due by Midnight**
	10/4	W	Review SIMPath – PowerPoint – Chapter 1 Review SIMPath – PowerPoint Chapter 2 Assign Project: PowerPoint 2016 In Practice –Ch 2 Independent Project 2-5	**Resume Due by Midnight**
	10/6	F	Open Lab - PowerPoint	**Complete Connect Master: Computer Programming Lesson & Quiz Due by Midnight**
8	10/9	M	Review - Connect Master: Computer Programming	**Complete SIMPath PowerPoint Chapter 3 Due by Midnight**
	10/11	W	Review SIMPath PowerPoint Chapter 3 Assign Project: PowerPoint 2016 In Practice - Ch 3 Independent 3-5 Assign Project: PowerPoint 2016 Capstone – Level 1 Creating a Company's Presentation	**Project: PowerPoint 2016 In Practice –Ch 2 Independent Project 2-5 Due by Midnight**
	10/13	F	Open Lab	

BIS 101-001/002/003 Class Schedule MWF FALL 2017 Part II

Week	Date	DAY	Class Activity/ Readings	Work Due
9		M	**Fall Break - No Classes 10/16-17**	
	10/18	W	HTML Review Assign HTML Project	**Project: PowerPoint 2016 In Practice –Ch 3 Independent Project 3-5 Due by Midnight**
	10/20	F	Open Lab - HTML	**Complete Connect Master: Computer Storage Lesson & Quiz Due by Midnight**
10	10/23	M	Review - Connect Master: Computer Storage	**Complete SIMPath – Excel Chapter 1 Due by Midnight**
	10/25	W	Review SIMPath – Excel Chapter 1 Assign Project: Excel 2016 In Practice – Ch 1 Independent Project 1-6	**HTML Assignment Due by Midnight** **Project: PowerPoint 2016 Capstone – Level 1 Creating a Company's Presentation Due by Midnight**
	10/27	F	Open Lab - HTML	**Complete Connect Master: Computer Security Lesson & Quiz Due by Midnight**
11	10/30	M	Review - Connect Master: Computer Security	**Complete SIMPath – Excel Chapter 2 Due by Midnight**
	11/1	W	Review SIMPath – Excel Chapter 2 – Working with Formulas and Functions Assign Project: Excel 2016 In Practice – Ch 2 Independent Project 2-4	**Project: Excel 2016 In Practice – Ch 1 Independent Project 1-6 Due by Midnight**
	11/3	F	Open Lab - Excel	**Complete Connect Master: Protecting Yourself on the Internet Lesson & Quiz Due by Midnight**
12	11/6	M	Review - Connect Master: Protecting Yourself on the Internet	**Complete SIMPath – Excel Chapter 3 Due by Midnight**
	11/8	W	Review SIMPath – Excel Chapter 3 Assign Project: Excel 2016 In Practice – Ch 3 Independent Project 3-4	**Project: Excel 2016 In Practice – Ch 2 Independent Project 2-4 Due by Midnight**
	11/10	F	Open Lab - Excel	**Complete Connect Master: Internet Research Lesson & Quiz Due by Midnight** **Complete Connect Master: Mobile Devices Lesson & Quiz Due by Midnight**
13	11/13	M	Review - Connect Master: Internet Research Review - Connect Master: Mobile Devices	**Complete SIMPath – Excel Chapter 4 Due by Midnight**
	11/15	W	Review SIMPath – Excel Chapter 4 Assign Project: Excel 2016 In Practice – Ch 4 Independent Project 4-5	**Project: Excel 2016 In Practice – Ch 3 Independent Project 3-4 Due by Midnight**
	11/17	F	Open Lab - Excel	**Complete Connect Master: Computers in Business Lesson & Quiz Due by Midnight**
14	11/20	M	Review - Connect Master: Computers in Business	
	11/22	W	**No Classes**	
	11/24	F	**Thanksgiving Holiday - University Closed/No Classes**	
15	11/27	M	Excel Refresher Assign Project: Excel 2016 Capstone – Level 1 Working with Sales Data	**Project: Excel 2016 In Practice – Ch 4 Independent Project 4-5 Due by Midnight**
	11/29	W	Assign Project: OFFICE 2016 Integrated Applications – Project 3 PowerPoint, Word, Excel	**Project: Excel 2016 Capstone – Level 1 Working with Sales Data Due by Midnight**
	12/1	F	**Open Lab**	**Complete Connect Master: Databases Lesson & Quiz Due by Midnight**
16	12/4	M	Review - Connect Master: Databases	
	12/6	W	**Final Exam Review**	**Project: OFFICE 2016 Integrated Applications – Project 3 PowerPoint, Word, Excel Due by Midnight**
	12/8		**No Lab**	
	12/11		**Final Exam 8:00AM-10:00AM**	