

PRELIMINARY SCHEDULE

BCIS 1305 (campus classes)

Fall 2019

(note: this schedule is subject to change)

*** Assignments for each week are due by end of the day (11:59 PM) on Thursday. New assignments for the next week will be made available each Friday morning by noon ***

Week	Date	Topic
1	1/22/2019	Course Introduction, Syllabus Review, PSLO Alpha Pretest
2	1/28/2019	Windows File Management
		Google Apps
3	2/4/2019	Google Apps (continued)
		Creating and Distributing Multimedia
		Understanding Web Browsers
		Search Engines
4	2/11/2019	EXAM 1
		Intro to Microsoft Office & Microsoft Word
5	2/18/2019	Microsoft Word (continued)
6	2/25/2019	<i>Feb 28 Final day to drop a course or withdraw without academic penalty</i>
		EXAM 2
		Microsoft Excel
7	3/4/2019	Microsoft Excel (continued)
		Spring Break March 11-15
8	3/18/2019	Microsoft OneDrive
9	3/25/2019	EXAM 3
		Google Forms & Microsoft PowerPoint
10	4/1/2019	Internet Technologies (week 1)
11	4/8/2019	Social Media and Information
		Internet Technologies (week 2)
12	4/15/2019	EXAM 4
		Interacting in the Cloud
		Business Graphics
		<i>April 18 Final day to drop a course or withdraw with academic penalty</i>
		<i>April 19 Good Friday – no classes, offices and Library open</i>
13	4/22/2019	Microsoft Access & Database Concepts
14	4/29/2019	Applying Technology & Introduction to SAP
		Note: wednesday classes on April 24, 2019 no class-instructor at conference
15	5/6/2019	<i>May 8 (Wednesday) is the last class day of the semester This is a short week and assignments will be due on May 8</i>
May 9-16 Final Exams		