

# PRELIMINARY SCHEDULE

BCIS 1305 (campus classes)

Spring 2020

(note: this schedule is subject to change)

\*\*\* Unless otherwise designated, 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	1/21/20	Course Introduction, Syllabus Review, PSLO Alpha Pretest
2	1/27/20	Windows File Management
		Google Apps
3	2/3/20	Google Apps (continued)
		Creating and Distributing Multimedia
		Understanding Web Browsers
4	2/10/20	<b>EXAM 1</b>
		Microsoft OneDrive
		Intro to Microsoft Office & Microsoft Word
5	2/17/20	Microsoft Word (continued)
6	2/24/20	<b>EXAM 2</b>
		Microsoft Excel
7	3/2/20	<b>March 2 last day to drop or withdraw from classes without academic penalty</b>
		Microsoft Excel (continued)
<b>Spring Break March 9-13</b>		
8	3/16/20	<b>EXAM 3</b>
		Google Forms
		Microsoft PowerPoint
9	3/23/20	Business Graphics
		Internet Technologies (week 1) Search Engines, GPS & Maps
10	3/30/20	
		Social Media and Information
		Internet Technologies (week 2) (Safe Shopping, Cybersecurity)
11	4/6/20	<b>EXAM 4</b>
		Microsoft Access & Database Concepts
12	4/13/20	Microsoft Access & Database Concepts (continued)
13	4/20/20	<b>April 17 Final day to drop a course or withdraw with academic penalty</b>
		Introduction to SAP
		Applying Technology
14	4/27/20	SAP (continued)
		Interacting in the Cloud

15	5/4/20	<b>SAP continued, Semester Wrap-up</b> <i>May 6 (Wednesday) is the last class day of the semester This is a short week and assignments will be due on or before May 6</i>
	<b>May 7-14</b> <b>Final Exams</b>	