

Fall 2021, BCIS 1305 Course Schedule

(schedule is tentative and subject to revision)

NOTE: assignments for each week are due at the end of the day on Thursday, unless otherwise specified. New assignments for the next week become available at noon on Friday

Course Schedule for In-Person (Face-to-Face) BCIS 1305 Classes

Week	Date	Exams and Topics
1	8/23/21	Course Introduction (syllabus review, how to submit assignments, working with email, etc) Working with Video Conferencing Tools (Zoom)
2	8/30/21	Google Apps Understanding Web Browsers
3	9/6/21	9/6 (Monday) Labor Day Holiday—no classes, campus closed Google Apps (continued) Creating and Distributing Multimedia
4	9/13/21	Google Forms
5	9/20/21	Windows File Management Microsoft OneDrive
6	9/27/21	Exam 1 Intro to Microsoft Office & Microsoft Word
7	10/4/21	Microsoft Excel
8	10/11/21	Microsoft Excel (continued)
9	10/18/21	Microsoft Excel (continued)
10	10/25/21	Microsoft PowerPoint Internet Technologies (week 1) Search Engines, GPS, Location Services & Maps
11	11/1/21	Exam 2 Business Graphics
12	11/8/21	Internet Technologies (week 2) (Safe Shopping, Cybersecurity)
13	11/15/21	Interacting in the Cloud Microsoft Access & Database Concepts
14	11/22/21	Microsoft Access & Database Concepts (continued) Nov 24-25 Thanksgiving Holidays, Campus closed
15	11/29/21	Introduction to SAP Exam 3
Finals Week	12/6/21	Class wrap-up

Course Schedule for Online BCIS 1305 Classes

Week	Date	Exams and Topics
1	8/23/21	Course Introduction (syllabus review, how to submit assignments, working with email, etc) Working with Video Conferencing Tools (Zoom)
2	8/30/21	Google Apps Understanding Web Browsers
3	9/6/21	9/6 (Monday) Labor Day Holiday—no classes, campus closed Google Apps (continued) Creating and Distributing Multimedia
4	9/13/21	Google Forms
5	9/20/21	Windows File Management Microsoft OneDrive
6	9/27/21	Intro to Microsoft Office & Microsoft Word
7	10/4/21	Microsoft Excel
8	10/11/21	Microsoft Excel (continued)
9	10/18/21	Microsoft Excel (continued)
10	10/25/21	Microsoft PowerPoint Internet Technologies (week 1) Search Engines, GPS, Location Services & Maps
11	11/1/21	Business Graphics
12	11/8/21	Internet Technologies (week 2) (Safe Shopping, Cybersecurity)
13	11/15/21	Interacting in the Cloud Microsoft Access & Database Concepts
14	11/22/21	Microsoft Access & Database Concepts (continued) Nov 24-25 Thanksgiving Holidays, Campus closed
15	11/29/21	Introduction to SAP
Finals	12/6/21	Final Exam 12/6/21 10 AM MMED 203 and 5 PM MMED 203