# Spring 2022, BCIS 1305 Course Schedule (in-person)

**(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

<mark>**Course Schedule for In-Person (Face-to-Face) BCIS 1305 Class**</mark>

| Week | Date | Exams and Topics |
|------|------|------------------|
| 1 | 1/18/22 | Course Introduction (syllabus review, how to submit assignments, working with email, etc) |
| 2 | 1/24/22 | Google Apps (part 1)<br>Working with Video Conferencing Tools (Zoom) |
| 3 | 1/31/22 | Google Apps (continued)<br>Creating and Distributing Multimedia<br>Google Forms |
| 4 | 2/7/22 | Windows File Management<br>Understanding Web Browsers |
| 5 | 2/14/22 | Microsoft OneDrive |
| 6 | 2/21/22 | **Exam 1**<br>Intro to Microsoft Office & Microsoft Word |
| 7 | 2/28/22 | Microsoft Excel<br>**Feb 28 Last day to drop a course or withdraw without academic penalt**y |
| 8 | 3/7/22 | Microsoft Excel (continued) |
| Spring Break | 3/14/22 | **Spring Break - March 14-18** |
| 9 | 3/21/22 | Microsoft Excel (continued) |
| 10 | 3/28/22 | Microsoft PowerPoint<br>Internet Technologies (week 1) Search Engines, GPS, Location Services & Maps |
| 11 | 4/4/22 | **Exam 2**<br>Business Graphics |
| 12 | 4/11/22 | Internet Technologies (week 2) (Safe Shopping, Cybersecuroty) |
| 13 | 4/18/22 | Interacting in the Cloud<br>Microsoft Access & Database Concepts<br>**April 15 Final day to drop a course or withdraw with academic penalty** |
| 14 | 4/25/22 | Microsoft Access & Database Concepts (continued) |
| 15 | 5/2/22 | Introduction to SAP<br>**Exam 3 (part 1)** |
| Finals Week | 5/9/22 | **Exam 3 (part 2)**<br>Class Wrap Up<br>May 12 is the last class day spring semester |