SPRING 2023, BCIS 1305 Course Schedule
(in-person)
(schedule is subject to revision)

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

Week	Date	Exams and Topics
1	1/17/23	Course Introduction (Zoom, syllabus review, how to submit assignments, working with email, etc)
2	1/23/23	Google Apps
3	1/30/23	Google Forms Survey the Class (part 1) Creating and Distributing Multimedia
4	2/6/23	Windows File Management Understanding Web Browsers Survey the Class (part 2)
5	2/13/23	Survey the Class (part 3 - data analysis) Microsoft OneDrive
6	2/20/23	**Exam 1** Final day to drop without penalty Feb 27 (Monday) Spreadsheets (part 1)
7	2/27/23	Spreadsheets (part 2)
8	3/6/23	Spreadsheets (part 3)
	3/13/23	Spring Break March 13-17, 2023
9	3/20/23	Microsoft PowerPoint Internet Technologies (part 1) Search Engines, GPS, Location Services & Maps
10	3/27/23	**Exam 2** Business Graphics
11	4/3/23	Intro to Microsoft Word
12	4/10/23	Microsoft Word (part 2) **Apr 14 Final day to drop a course or withdraw with academic penalty**
13	4/17/23	Internet Technologies (Part 2) (Safe Shopping, Cybersecuroty) Interacting in the Cloud Microsoft Access & Database Concepts
14	4/24/23	Wednesday Nov 23 - no class Microsoft Access & Database Concepts (continued)
15	5/1/23	Introduction to SAP **Exam 3 (part 1)**
16 (Finals Week)	5/8/23	**Exam 3 (part 2)** Class Wrap Up May 11 is the last class day of the semester