

# Spring 2022, BCIS 1305 Course Schedule (online)

(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 Online BCIS 1305 Classes

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) Working with Video Conferencing Tools (Zoom)
3	1/31/22	Google Apps (continued) Creating and Distributing Multimedia Google Forms
4	2/7/22	Windows File Management Understanding Web Browsers
5	2/14/22	Microsoft OneDrive
6	2/21/22	Intro to Microsoft Office & Microsoft Word
7	2/28/22	Microsoft Excel <b>Feb 28 Last day to drop a course or withdraw without academic penalty</b>
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 Internet Technologies (week 1) Search Engines, GPS, Location Services & Maps
11	4/4/22	Business Graphics
12	4/11/22	Internet Technologies (week 2) (Safe Shopping, Cybersecurity)
13	4/18/22	Interacting in the Cloud Microsoft Access & Database Concepts <b>April 15 Final day to drop a course or withdraw with academic penalty</b>
14	4/25/22	Microsoft Access & Database Concepts (continued)
15	5/2/22	Introduction to SAP
Finals Week	5/9/22	<b>Final Exam 5/9/21 5 PM MMED 203 or 5/10/22 9 AM MMED 203</b>