

Spring 2026 BCIS 1305 Course Schedule (online)

(schedule is subject to revision)

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

Week	Date Week Begins	Exams and Topics
1	1/20/26	Course Introduction (syllabus review, how to submit assignments, tutoring & resources, etc)
2	1/26/26	Google Apps Computer Basics & Windows File Management
3 Note: I will be off campus Thursday, Feb 5	2/2/26	Google Apps (continued) Google Forms Survey the Class (part 1) Understanding Web Browsers Creating and Distributing Multimedia
4	2/9/26	Survey the Class (part 2)
5	2/16/26	Survey the Class (part 3 - data analysis) Microsoft OneDrive
6 Final day to drop without penalty is February 23 (Monday)	2/23/26	Spreadsheets (part 1)
7	3/2/26	Spreadsheets (part 2)
Spring Break March 9-13	3/9/26	You may start the next section this week, but you will have two weeks to complete. So you will be able to work on it on spring break, or the week after spring break
8	3/16/26	Spreadsheets (part 3)
9	3/23/26	Microsoft PowerPoint Internet Technologies (part 1) Search Engines, GPS, Location Services & Maps
10	3/30/26	Business Graphics
11	4/6/26	Intro to Microsoft Word
12 Final Day to drop with penalty April 17 (Friday)	4/13/26	Microsoft Word (part 2)
13	4/20/26	Internet Technologies (Part 2) (Safe Shopping, Cybersecurity) Interacting in the Cloud Microsoft Access & Database Concepts
14	4/27/26	Microsoft Access & Database Concepts (continued) Introduction to SAP
15	5/4/26	Final Exams
16	5/11/26	Class Wrap up

