

Spring 2021 BCIS 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

Week	Date	Exams and Topics
1	1/19/21	Course Introduction (syllabus review, how to submit assignments, working with email, etc)
2	1/25/21	Understanding Web Browsers Google Apps; Working with Video Conferencing Tools
3	2/1/21	Google Apps (continued) Creating and Distributing Multimedia
4	2/8/21	Windows File Management Microsoft OneDrive
5	2/15/21	Intro to Microsoft Office & Microsoft Word
6	2/22/21	Exam 1 - see syllabus for dates/times Microsoft Word (continued)
7	3/1/21	Microsoft Excel
8	3/8/21	Microsoft Excel (continued)
Spring Break	3/15/21	Spring Break - March 15-19
9	3/22/21	Microsoft PowerPoint Internet Technologies (week 1) Search Engines, GPS, Location Services & Maps
10	3/29/21	Business Graphics Internet Technologies (week 2) (Safe Shopping, Cybersecurity) Social Media and Information
11	4/5/21	Exam 2 - see syllabus for dates/times
12	4/12/21	Google Forms Interacting in the Cloud
13	4/19/21	Microsoft Access & Database Concepts
14	4/26/21	Introduction to SAP
15	5/3/21	Exam 3 (final exam) - see syllabus for dates/times May 5 (Wednesday) is the last class day of the semester This is a short week and assignments will be due on or before May 5 Final Exams are May 6 (Thursday) through May 13, 2021 (Thursday)