Summer I, 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
Week 1, **6/7/21**	Course Introduction (syllabus review, how to submit assignments, working with email, etc)
	Intro to Google Apps
	Google Apps (continued)
Week 2, **6/14/21**	Windows File Management Working with Video Conferencing Tools - Part. 1 Microsoft OneDrive
	Intro to Microsoft Office & Microsoft Word
	Microsoft Word (continued)
Week 3, **6/21/21**	Intro to Microsoft Excel
	Microsoft Excel (continued)
	Google Forms Interacting in the Cloud
Week 4, **6/28/21**	Business Graphics
	Microsoft PowerPoint Internet Technologies (week 1) Search Engines, GPS, Location Services & Maps
	Internet Technologies (week 2) (Safe Shopping, Cybersecuroty)
Week 5, **7/5/21**	Microsoft Access & Database Concepts
	Introduction to SAP
	Final Exam Thursday July 8, 2021 on campus, at either 9 AM or 5 PM