

# Summer I 2022, BCIS 1305 Course Schedule (online)

(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 become available at noon on Monday.

Week/Date	Topics
<b>Week 1</b> 6/6/22	Course Introduction (syllabus review, how to submit assignments, working with email, etc)
	Introduction to Google Drive and Google Apps
	Working with Video Conferencing Tools (Zoom)
	Intro to Creating and Distributing Multimedia (YouTube)
<b>Week 2</b> 6/13/22	Google Apps (continued)
	Understanding Web Browsers
	Google Forms
	Windows File Management
<b>Week 3</b> 6/20/22	Microsoft OneDrive
	Intro to Microsoft Office & Microsoft Word
<b>Week 4</b> 6/27/22	Intro to Microsoft Excel
	Microsoft Excel (continued)
	Microsoft PowerPoint
<b>Week 5</b> 7/4/22	Internet Technologies (week 1) Search Engines, GPS, Location Services & Maps
	Business Graphics
	Interacting in the Cloud
	Internet Technologies (week 2) (Safe Shopping, Cybersecurity)
	Microsoft Access & Database Concepts
	Introduction to SAP
	<b>Assignment this week are due Thursday May 7</b>
<b>Final Exam - Thursday May 7, on campus, at either 9 AM or 5 PM</b>	
Monday 7/11/22 is the last day of semester	