

# Summer I 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 usually become available at noon on Monday.

Summer I 2023	
Week/Date	Topics
<b>Week 1</b> <b>6/5/23</b>	Course Introduction (syllabus review, how to submit assignments, working with email, etc) Introduction to Google Drive and Google Apps Google Forms & Survey the Class (part 1)
<b>Week 2</b> <b>6/12/23</b>	Windows File Management Creating and Distributing Multimedia Understanding Web Browsers Survey the Class (part 2) Microsoft OneDrive
<b>Week 3</b> <b>6/5/23</b>	Intro to Microsoft Office Spreadsheets (part 1) Spreadsheets (part 2) Spreadsheets (part 3) Survey the Class (part 3)
<b>Week 4</b> <b>6/26/23</b>	Microsoft Word Microsoft Word (part 2) Microsoft PowerPoint Internet Technologies (week 1) Search Engines, GPS, Location Services & Maps
<b>Week 5</b> <b>7/3/23</b>	Business Graphics Internet Technologies (Part 2) (Safe Shopping, Cybersecurity) Microsoft Access & Database Concepts Introduction to SAP Final Exam either Wednesday July 5, 8:30 AM - 11 AM or Thursday, July 6, 5 PM - 7:30 PM