

# Summer I 2025 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 become available by noon on Monday.

Summer I 2025	
Week/Date	Topics
<b>Week 1</b> <b>6/2/25</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>6/9/25</b>	Windows File Management Survey the Class (part 2) Intro to Microsoft Office Spreadsheets (part 1)
<b>Week 3</b> <b>6/16/25</b>	Spreadsheets (part 2) Spreadsheets (part 3) Survey the Class (part 3) Business Graphics
<b>Week 4</b> <b>6/23/25</b>	Microsoft OneDrive Microsoft Word Microsoft Word (part 2) Microsoft PowerPoint Internet Technologies (week 1) Search Engines, GPS, Location Services & Maps
<b>Week 5</b> <b>6/30/25</b>	Internet Technologies (Part 2) (Safe Shopping, Cybersecurity) Microsoft Access & Database Concepts Introduction to SAP Final Exam covers material from the entire semester and must be taken on campus on Thursday July 3