

Summer II, 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, 7/13/21 (Tuesday)	Course Introduction (syllabus review, how to submit assignments, working with email, etc)
Week 2, 7/19/21	Intro to Google Apps & Google Apps (continued)
	Creating and Distributing Multimedia
	Windows File Management
	Working with Video Conferencing Tools - Part. 1
Week 3, 7/26/21	Intro to Microsoft Office & Microsoft Word
	Microsoft Word (continued)
	Intro to Microsoft Excel
Week 4, 8/2/21	Microsoft Excel (continued)
	Google Forms
	Interacting in the Cloud
	Business Graphics
Week 5, 8/9/21	Microsoft PowerPoint
	Internet Technologies (week 1) Search Engines, GPS, Location Services & Maps
Week 5, 8/9/21	Internet Technologies (week 2) (Safe Shopping, Cybersecurity)
	Microsoft Access & Database Concepts
	Introduction to SAP
	Final Exam - Wednesday Aug 11, 2021, on campus, at either 9 AM or 5 PM Monday 8/16/21 is the last day of semester