Summer II 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.

Summer II 2022	
Week/Date	**Topics**
Week 1 **7/11/22**	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)
Week 2 **7/18/22**	Google Apps (continued)
	Understanding Web Browsers
	Google Forms
	Windows File Management
	Microsoft OneDrive
Week 3 **7/25/22**	Intro to Microsoft Office & Microsoft Word
	Intro to Microsoft Excel
Week 4 **8/1/22**	Microsoft Excel (continued)
	Microsoft PowerPoint
	Internet Technologies (week 1) Search Engines, GPS, Location Services & Maps
Week 5 **7/8/22**	Business Graphics
	Interacting in the Cloud
	Internet Technologies (week 2) (Safe Shopping, Cybersecuroty)
	Microsoft Access & Database Concepts
	Introduction to SAP
	Assignment this week are due August 13 **Final Exam - Thursday August 11, on campus, at either 9 AM or 5 PM**