

Summer II BCIS 1305 Course Schedule

(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 usually become available by noon on Monday.

Summer II 2023	
Week/Date	Topics
Week 1 7/11/23-7/16/23	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)
Week 2 7/17/23 - 7/23/23	Windows File Management Survey the Class (part 2) Intro to Microsoft Office Spreadsheets (part 1)
Week 3 7/24/23-7/30/23	Final day to drop without penalty July 20 (Thursday) Spreadsheets (part 2) Spreadsheets (part 3) Survey the Class (part 3) Business Graphics
Week 4 7/31/23 - 8/6/23	Microsoft OneDrive Microsoft Word Microsoft Word (part 2) Microsoft PowerPoint Internet Technologies (week 1) Search Engines, GPS, Location Services & Maps
Week 5 8/7/23- 8/13/23	Final day to drop with penalty August 7 (Monday) Internet Technologies (Part 2) (Safe Shopping, Cybersecurity) Microsoft Access & Database Concepts Introduction to SAP Final Exam Thursday, August 10 at either 8:30 AM - 11 AM, or 5 PM - 7:30 PM