

# Summer II 2024 BCIS 1305 Course Schedule (Online Classes)

(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 2024	
Week/Date	Topics
<b>Week 1</b> <b>7/9/24</b>	Course Introduction (syllabus review, how to submit assignments, working with email, etc) Introduction to Google Drive and Google Apps Google Forms
<b>Week 2</b> <b>7/15/24</b>	Windows File Management Survey the Class (part 1) Intro to Microsoft Office Spreadsheets (part 1)
<b>Week 3</b> <b>7/22/24</b>	Spreadsheets (part 2) Spreadsheets (part 3) Survey the Class (part 2) Business Graphics
<b>Week 4</b> <b>8/5/24</b>	Microsoft OneDrive Microsoft Word Microsoft Word (part 2) Microsoft PowerPoint Survey the Class (part 3) Internet Technologies (week 1) Search Engines, GPS, Location Services & Maps
<b>Week 5</b> <b>8/12/24</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 Tuesday July 2 at 5 PM, or Wednesday July 3 at 9 AM