

College of San Mateo
Official Course Outline

1. **COURSE ID:** BUSW 420 **TITLE:** Cloud Applications for Business

Units: 3.0 units **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours

Method of Grading: Grade Option (Letter Grade or Pass/No Pass)

Recommended Preparation:

Eligibility for ENGL 100, or Eligibility for ENGL 105

2. **COURSE DESIGNATION:**

Degree Credit

Transfer credit: CSU

AA/AS Degree Requirements:

CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development

3. **COURSE DESCRIPTIONS:**

Catalog Description:

Examines the role of end-user in administering and managing web-based productivity and marketing tools to assist in collaboration, communication, scheduling, marketing, and networking. The course includes contemporary cloud based applications, such as Office 365, Google Docs, DropBox, and social media applications.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**

Upon successful completion of this course, a student will meet the following outcomes:

1. Distinguish popular free and fee-based web application providers and the functions for businesses, such as G Suite, Office 365, DropBox, and social media applications.
2. Identify web-based collaboration, productivity storage, communication including audio and video, networking, and marketing tools.
3. Evaluate web-based tools for efficiency and effectiveness to meet desired business goals.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**

Upon successful completion of this course, a student will be able to:

1. Distinguish popular free and fee-based web application providers and their functions for businesses, such as Google Suite, SharePoint and Skype.
2. Evaluate web-based tools for efficiency and effectiveness to meet desired business goals.
3. Identify web-based collaboration, productivity storage, communication including audio and video, networking, and marketing tools.

6. **COURSE CONTENT:**

Lecture Content:

Google:

- Google Docs:
 - create, format and edit documents
 - convert documents into PDF and MS Word
 - collaborative editing
 - Google Sheets:
 - create, format and edit sheets including basic formula
 - convert documents into PDF and MS Excel
 - collaborative editing
 - Google Slides:
 - create, format and edit documents
 - convert documents into PDF and MS Word
 - collaborative editing
 - Gmail:
 - Create account, compose, send, receive, manage email
 - Google Calendar:
 - Create and manage events, invite others, share calendar
- Office 365:
- Use cloud to store, share, and work with office applications

- Create and manage online meetings
- Using Outlook
- Create and manage calendar
- Cloud Storage:
- Work with multiple cloud services to store, manage, share and protect files
- Social Media:
- Create and manage Facebook and other social media accounts for marketing purposes
- Create a social media group
- Create announcements
- Analyze user data
- Online Security:
- Manage data and user access to protect from unauthorized uses
- Understand online security threats

7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

- A. Lecture
- B. Activity
- C. Discussion
- D. Guest Speakers

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

Writing Assignments:

Read online content on applications and textbook and write short papers. Students may be asked to write content for specific applications, such as Facebook announcement.

Reading Assignments:

Textbook, online articles and online content by providers containing about 30-40 pages of content. Students are asked to follow instructions and create web-based content.

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Exams/Tests
- C. Group Projects
- D. Homework
- E. Papers
- F. Portfolios
- G. Projects
- H. Quizzes
- I. Written examination

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Lamont, Ian. *Google Drive & Docs In 30 Minutes: The Unofficial Guide to Google Drive, Docs, Sheets & Slides*, 3rd ed. In 30 Minutes Guides, 2021

Origination Date: November 2021

Curriculum Committee Approval Date: November 2021

Effective Term: Fall 2022

Course Originator: Philip Tran