

**CUYAMACA COLLEGE**  
**COURSE OUTLINE OF RECORD**

**BUSINESS OFFICE TECHNOLOGY 132 – GOOGLE APPLICATIONS FOR BUSINESS**

3 hours lecture, 3 units

**Catalog Description**

In this course, students learn how to use Google Apps, a collection of free Web-based productivity tools, in a business environment. Topics include Google Search, Gmail, Google Calendar, Google Docs, Google Spreadsheets, Google Presentations, and emerging trends in Google Apps. Students use the internet to access their files and the tools to manipulate and collaborate with them.

**Prerequisite**

None

**Course Content**

- 1) Manage email and contacts with Gmail
- 2) Organize schedules with Google Calendar
- 3) Store and share files on Google Drive
- 4) Create documents with Google Docs
- 5) Track and analyze data with Google Sheets
- 6) Create presentations with Google Slides
- 7) Communicate with Google Hangouts
- 8) Create website with Google Sites
- 9) Archive data with Google Vault
- 10) Explore other Google tools
- 11) Integrate Google Apps with Microsoft Office applications

**Course Objectives**

Students will be able to:

- 1) Demonstrate understanding of concepts involved in using Google Apps.
- 2) Create business documents using Google Apps and tools.
- 3) Demonstrate understanding of sharing data and files using Cloud technology.
- 4) Demonstrate understanding of integrating Google Apps with Microsoft Office applications.

**Method of Evaluation**

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Assignments and projects
- 2) Exams, final exam (objective, performance)

**Special Materials Required of Student**

None

**Minimum Instructional Facilities**

Computer lab with Internet access

**Method of Instruction**

- 1) One-on-one lecture and/or group lecture
- 2) Self-paced reading, hands-on practice, assignments and projects
- 3) Individual assistance

**Out-of-Class Assignments**

- 1) Reading assignments
- 2) Software exercises and projects

**Texts and References**

- 1) Required (representative example): Rutledge and Gunther, *My Google Apps, 2nd edition*, Que Publishing, 2015.
- 2) Supplemental: None

**Student Learning Outcomes**

Students will be able to:

- 1) Analyze a given business task and select the appropriate Google App tool to complete that task.
- 2) Integrate and share data between Google Apps and Microsoft Office applications.
- 3) Use cloud technology to share files and collaborate in a business oriented team environment.