

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 Sheets, Google Slides, 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 Chat
- 8) Create website with Google Sites
- 9) Explore other Google tools
- 10) 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): James Bernstein, *Google Apps Made Easy: Learn to Work in the Cloud*, ISBN 1798114992, 2019.
- 2) Supplemental: YouTube videos and internet tutorials

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.