

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Office Professional Program
Revision Date: 08-22-22

I. CATALOG DESCRIPTION

Course Number: OFFT1800
Course Title: Collaboration Applications
Prerequisite(s): None

Catalog Description: Utilize collaborative tools to improve productivity, make information sharing more effective, and facilitate decision-making processes. Manage the tasks and resources required to complete a project. Use electronic calendars and e-mail to communicate effectively with team members. Prepare and manage a document library, create and manage a group work site as well as explore a group blog and a meeting workspace site. Available for Windows-based PCs only.

Credit Hours: 3.0
Class Hours: 45
Lab Hours: 0
Total Contact Hours: 45

II. COURSE OBJECTIVES: *Course will teach students to*

- A. Allow students to apply teamwork principles to classroom application projects.
- B. Explore group-sharing functions using collaborative tools.
- C. Present various project management features such as starting a project, creating task lists, setting up and assigning resources, tracking progress and formatting and printing the plans.
- D. Teach students the value of teamwork and provide opportunities for student to use learned teamwork skills in team projects.
- E. Introduce students to the use of electronic calendars and e-mail as organization tools to facilitate project teamwork.
- F. Reinforce Microsoft Office skills as they apply to project completion.
- G. Prepare and manage a document library, create and manage a group work site as well as explore a group blog and a meeting workspace site.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

- A. Student Learning Outcomes: *Students will be able to*
 - 1. Define and implement project management principles.
 - 2. Understand the value of teamwork from various team projects.
 - 3. State a project, create a task list, set up resources, assign resources to tasks, track progress, and format and print plan.
 - 4. Utilize the functions of electronic calendars and e-mail as organizational tools to facilitate project teamwork.
 - 5. Understand how to work with contacts and tasks.
 - 6. Utilize Microsoft Office applications to complete project components.
 - 7. Prepare and manage a document library, create and manage a group work site as well as explore a group blog and a meeting workspace site.
- B. General Education Learning Outcomes (GELOs)

1. GELO 6: Career and Life Skills
Outcome 4: Use digital technology effectively to access, manage, integrate, evaluate, and present information.

IV. CONTENT/TOPICAL OUTLINE (*course outline may provide more detailed information*)

- A. Collaborative Software
- B. Electronic calendar
- C. E-mail
- D. Teamwork and project application

V. INSTRUCTIONAL MATERIALS

- A. Required Text: Hoisington, 2017. *Microsoft Office 365 Outlook 2016 Intermediate*.
- B. Required Text: Poatsy, 2017. *Exploring Microsoft OneNote 2016*.
- C. Other Resources/Materials: USB drive or alternate high density storage option.

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Lecture
- B. Discussion
- C. Application
- D. Demonstration

VII. METHODS OF EVALUATION

- A. SCC STANDARD GRADING SCALE POLICY

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

VIII. SPECIFIC COURSE REQUIREMENTS

- A. Course Prerequisite: Microsoft Applications I (BSAD1010) with a C or higher.
- B. Course Recommended: None
- C. Grade Requirement: If this course is a prerequisite for any other course, the student will need to earn a C (70 percent) or better. If this course is not a prerequisite for any other courses required by the student's program, a grade of D (60 percent) or higher is acceptable.