

BT-1100: WORKPLACE COLLABORATIVE APPS

Cuyahoga Community College

Viewing: BT-1100 : Workplace Collaborative Apps

Board of Trustees:

November 2024

Academic Term:

Fall 2025

Subject Code

BT - Business Technology

Course Number:

1100

Title:

Workplace Collaborative Apps

Catalog Description:

Implementation and exploration of digital collaborative and productivity features specific to virtual meeting apps, communication and electronic note apps. Development of skill sets in organization and collaboration of data saved to a cloud server.

Credit Hour(s):

3

Lecture Hour(s):

2

Lab Hour(s):

2

Requisites

Prerequisite and Corequisite

None.

Outcomes

Course Outcome(s):

Demonstrate competency in calendar features of a digital communications app.

Objective(s):

1. Schedule appointments and events.
2. Revise or edit appointments or events.
3. Schedule recurring appointments or events.
4. Schedule meetings.
5. Print calendars in different views.
6. Save and share calendars.

Course Outcome(s):

Demonstrate competency in creating and managing tasks in a digital communication app.

Objective(s):

1. Create and manage tasks.
2. Categorize tasks.
3. Categorize email messages.
4. Select and display print options.

Course Outcome(s):

Demonstrate expertise in customization settings of Microsoft Outlook.

Objective(s):

1. Establish Automatic Reply settings.
2. Create and modify custom signatures.
3. Establish display settings for messages, calendar items, and tasks.

Course Outcome(s):

Manage groups in a digital communication app.

Objective(s):

1. Establish a group.
2. Add or remove group members.
3. Share content within a group.

Course Outcome(s):

Demonstrate proficiency in utilization of features within a virtual meeting app.

Essential Learning Outcome Mapping:

Oral Communication: Demonstrate effective verbal and nonverbal communication for an intended audience that is clear, organized, and delivered effectively following the standard conventions of that language.

Objective(s):

1. Demonstrate an understanding of a meeting app interface.
2. Create a channel.
3. Implement a filter for specific activity.
4. Implement an app within a channel.
5. Implement the Command Box to conduct searches.
6. Share files.
7. Record and share a meeting.
8. Utilize breakout rooms.
9. Utilize a whiteboard.

Course Outcome(s):

Utilize collaborative features of a digital note taking app.

Essential Learning Outcome Mapping:

Information Literacy: Demonstrate contextual awareness of the research process through the reflective discovery of the production and value of information, the use of information in the creation of new knowledge and ethical participation in the use of information in communities of learning.

Objective(s):

1. Share a digital notebook.
2. Establish editing privileges.
3. Share a notebook in a virtual meeting.

Course Outcome(s):

Display competency in sharing of digital files in the Microsoft cloud.

Objective(s):

1. Utilize OneDrive to store files.
2. Share files in OneDrive.
3. Use File Explorer to create and organize folders.
4. Establish sharing settings.
5. Establish a password.
6. Establish download settings.

Methods of Evaluation:

1. Task-based assessments
2. Task-based exams
3. Final capstone project

Course Content Outline:

1. Outlook productivity features
 - a. Calendar features
 - b. Task features
 - c. Contact management features
 - d. Organizing messages into folders
 - e. Insert content into messages
 - i. Hyperlinks
 - ii. Images
 - f. Print messages
2. Outlook collaborative tools
 - a. Group setup
 - b. Add and remove contacts to a group
 - c. Share digital content with a group
3. Outlook customization settings
 - a. Automatic Replies
 - b. Display settings for messages, tasks, and calendar
 - c. Establish and modify signatures
4. Cloud data storage
 - a. Save files to cloud storage
 - b. Share cloud files
 - c. Establish sync settings
 - d. Backup folders to cloud storage
 - e. Establish permissions for files and folders
5. Schedule, manage, followup and interact in an online meeting
 - a. Microsoft Teams interface
 - b. Microsoft Teams terminology
 - c. Create channels
 - d. Monitor activity feed
 - e. Emoticons
 - f. Apps within Teams
 - g. Connectors within Teams
 - h. Command Box
 - i. Chat
 - j. @mention
 - k. Audio Calls
 - l. Share Files
 - m. Schedule and create meetings
 - n. Adjust meeting settings
 - o. Virtual meeting etiquette
 - p. Record and share a meeting
 - q. Collaborate by sharing content

- i. Share a PowerPoint file
- ii. Whiteboard
- iii. Window
- iv. Desktop
- r. Breakout Rooms
- 6. Note-Taking app productivity features
 - a. Explore the interface
 - b. Create and save a notebook
 - c. Switch between multiple notebooks
 - d. Add content to a notebook
 - i. Files
 - ii. Sections
 - iii. PowerPoint
 - iv. Images
 - v. Recordings
 - vi. Math equations
 - e. Locate notes
 - i. Create links and tags
 - ii. Search recent notes
 - f. Apply formatting features
 - i. Page color
 - ii. Line and grid lines
 - g. Accessibility considerations
 - h. Share a notebook
 - i. Settings
 - ii. Individual page or pages
 - iii. Sharing link
 - iv. Protect a section with a password
 - i. Record audio
 - j. Print a notebook

Resources

Hoisington, Corrine et al. (2023) *Shelly Cashman Series: Microsoft Office 365 & Office 2021 Comprehensive*, Boston:Cengage.

McFedries, Paul. (2022) *Microsoft Teams: Step By Step*, Bloomington:Pearson Press.

Lambert, Joan. (2021) *MOS Study Guide for Microsoft Outlook*, Microsoft Press.

Ferreria, Joao. (2021) *Hands-On Microsoft Teams*, Birmingham:Packt.

Resources Other

MOS (Microsoft Office Specialist) Outlook 365/2019 Certificate

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