

Las Positas College  
3000 Campus Hill Drive  
Livermore, CA 94551-7650  
(925) 424-1000  
(925) 443-0742 (Fax)

### Course Outline for CIS 55D

#### OFFICE WEB APPS, COLLABORATION, CLOUD COMPUTING

Effective: Spring 2018

#### I. CATALOG DESCRIPTION:

CIS 55D — OFFICE WEB APPS, COLLABORATION, CLOUD COMPUTING — 2.00 units

Over the Internet; create browser-based Office documents (word documents, spreadsheets, presentations, forms), securely save and share Office documents, and collaborate online with colleagues. Explore Google Docs, Windows Web Apps, and other online collaboration tools.

1.50 Units Lecture 0.50 Units Lab

#### **Strongly Recommended**

CIS 55 - Integrating Office Applications

#### **Grading Methods:**

Letter or P/NP

#### **Discipline:**

- Computer Service Technology

	<b>MIN</b>
<b>Lecture Hours:</b>	27.00
<b>Lab Hours:</b>	27.00
<b>Total Hours:</b>	54.00

#### II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

#### III. PREREQUISITE AND/OR ADVISORY SKILLS:

**Before entering this course, it is strongly recommended that the student should be able to:**

- A. CIS55

#### IV. MEASURABLE OBJECTIVES:

**Upon completion of this course, the student should be able to:**

- A. Get free Google, Windows Live account and set up iGoogle, SkyDrive for instant access to documents;
- B. Upload and use the documents already created with Microsoft Office;
- C. Create spreadsheets with Google, Microsoft Web Apps;
- D. Create documents with Google, Microsoft Web Apps;
- E. Create presentations with Google, Microsoft Web App;
- F. Create forms with Google;
- G. Share documents and collaborate securely with colleagues;
- H. Back up documents offline and edit them when there is no Internet connect.

#### V. CONTENT:

##### A. Web Apps

- 1. Microsoft Web Apps
  - a. SkyDrive
  - b. SharePoint
  - c. Collaborating with Office Apps
  - d. Formatting Office Apps
  - e. Office Apps File Features
  - f. Using Word, Excel, PowerPoint, OneNote WebApp
- 2. Google Docs
  - a. Gmail
  - b. Document
  - c. Spreadsheet
  - d. Presentation
  - e. Form
  - f. Calendar
  - g. Blogger
  - h. YouTube

- i. Toolbar
    - j. Search
  - 3. Other technologies
    - a. Zoho
    - b. EtherPad
    - c. ThinkFree
- B. Data Storage Services
  - 1. Skydrive
  - 2. Google Upload
  - 3. Other
- C. Sharing
  - 1. Create shared storage, upload documents, set permissions
  - 2. Other ways to share: Email, webpage
- D. Collaboration Technologies
  - 1. IM
  - 2. Chats
  - 3. Conferencing

#### VI. METHODS OF INSTRUCTION:

- A. Lecture and classroom discussion
- B. Computer demonstrations with overhead display panel
- C. Read text and other supplemental sources (example, Internet sites)
- D. Discussion boards
- E. PowerPoint presentations
- F. Chat rooms
- G. Lab experience: hands-on lab assignments

#### VII. TYPICAL ASSIGNMENTS:

- A. Lecture 1. Review Sharing capabilities of Office Web Apps, Google Docs 2. Overview of new features of MS Office Web Apps
- B. Reading 1. Read the chapter on Working with Spreadsheets 2. Search the Internet on relevant articles on MS Office for class discussion
- C. Hands-on lab assignment; create a text document, upload to Google Docs, Office Web Apps

#### VIII. EVALUATION:

##### A. **Methods**

- 1. Exams/Tests
- 2. Quizzes
- 3. Class Participation
- 4. Lab Activities
- 5. Other:
  - a. Methods
    - 1. Quizzes and final examination
    - 2. Graded hands-on lab assignments
    - 3. Relevant active participation

##### B. **Frequency**

- 1. Frequency
  - a. Two to three quizzes, examinations (mid-term, final)
  - b. Weekly hands-on lab assignments to reinforce and demonstrate mastery of the various tools

#### IX. TYPICAL TEXTS:

- 1. McFedries, Paul *Using the Microsoft Office Web Apps.*, Course Technology, 2011.
- 2. Holzner, Steven *Google Docs 4 Everyone.*, Prenhall, 2011.

#### X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Mobile storage device: zip disk, flash drives, CD RW
- B. Access to the World Wide Web with any major Web browser