COURSE OUTLINE

Computer Applications and Business Office Technologies 287
Introduction to SharePoint for Collaboration and Document Management

Catalog Statement

CABOT 287 covers the team collaboration, document management and social features of Microsoft SharePoint. Students collaborate with individual students and student teams within various SharePoint environments.

Total Lecture Units: 3.0
Total Laboratory Units: 0.0
Total Course Units: 3.0

Total Lecture Hours: 48.0
Total Laboratory Hours: 0.0
          Total Laboratory Hours to Be Arranged: 0.0
Total Faculty Contact Hours: 48.0

Recommended Preparation: CABOT 260 or equivalent.

Course Entry Expectations

Prior to enrolling in the course, the student should be able to:
- use core-level skills and knowledge appropriate to the various software programs;
- design the structure of databases and run restrictive queries.

Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:
- navigate SharePoint sites;
- manage content in lists and libraries;
- create and edit Alerts;
- collaborate using Tasks lists, Calendars and Document libraries;
- demonstrate SharePoint libraries, including upload, download, editing, content approval, check;
- out/in and versioning;
- use the SharePoint social features.

Course Content   **Total Faculty Contact Hours = 48.0**
SharePoint Overview (**7 hours)**
          Team Collaboration
          Document Management

SharePoint Web Sites
SharePoint Security
Accessing SharePoint **(8 hours)**
Accessing SharePoint
Following Sites
SharePoint Navigation
Quick Launch and Other Links
List and Library Navigation
The Ribbon
Regional Settings
SharePoint Libraries **(8 hours)**
Libraries
Document Library Pages and Web Parts
Document Library Ribbons and Menus
Opening and Downloading Documents
Following Documents
SharePoint Lists **(12 hours)**
SharePoint Lists
Working with a Custom SharePoint List
Working with SharePoint Task Lists
Adding and Updating Tasks
Using Task Views
Synchronizing Task Lists with Outlook
Working with SharePoint Calendars
Calendar Navigation and Views
Add Calendar Events
Synchronizing SharePoint Calendars with Outlook
SharePoint Search **(4 hours)**
SharePoint Search
What is Searchable
Search Tips and Tricks
SharePoint Social Features **(4 hours)**
SharePoint Social Features
Interacting with People
About Me
Newsfeed **(2 hours)**
Your Newsfeed
Micro-blogging
One Drive for Business **(3 hours)**
OneDrive
OneDrive in SharePoint vs. OneDrive in Office 365
Sharing Files
Syncing Files to Your Device

Methods of Instruction

The following methods of instruction may be used in the course:

- lecture/discussion;
- group work;
- online activities.

Out of Class Assignments

The following out of class assignments may be used in the course:
- homework assignments (e.g. Add Calendar Events);
- projects (e.g. creating custom SharePoint List).

Method of Evaluation

The following methods of evaluation may be used in the course:
- midterm;
- final examination.

Textbook

Londer, Olga. *Microsoft SharePoint 2016 Step by Step*. Redmond: Microsoft, 2015. Print. 12th Grade Textbook Reading Level. ISBN: 978-0735697768.

Student Learning Outcomes

Upon successful completion of the required coursework, the student will be able to:
- recognize how SharePoint can be used in Business Operations;
- demonstrate SharePoint Libraries and Lists.