

Collin College - Continuing Education COURSE SYLLABUS

COURSE INFORMATION

Course Number: BAPP 6155

Course Title: SharePoint for End Users

Course Description: SharePoint beginner topics, including site planning, document management, security and permissions.

Suggested Course Prerequisite(s): Working knowledge of PC Windows's environment.

Course Resources:

Microsoft SharePoint 2016 Step-by-Step
Microsoft Press
ISBN: 978-0735697768

Student Learning Outcomes: Demonstrate structured approach to SharePoint site planning, working with content types, document management, security and permissions.

Certification Notes: N/A

Next course recommendation: N/A

Refund Policy: Please refer to www.collin.edu/ce/infoRegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Lesson Plan – by week or session:

Session 1: Introduction to SharePoint

Session 2: Work with lists & libraries

Session 3: Work with webpages

Session 4: Create and manage sites

Session 5: Manage work tasks, workflows

Session 6: Collaborate and work with business intelligence

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.