

CATALOG INFORMATION

Dept and Nbr: ADLTED 764.4 Title: GOOGLE TOOLS 4  
Full Title: Google Tools and Applications- Part 4: Forms and Blogger  
Last Reviewed: 11/8/2021

| Units   |   | Course Hours per Week |      | Nbr of Weeks | Course Hours Total |       |
|---------|---|-----------------------|------|--------------|--------------------|-------|
| Maximum | 0 | Lecture Scheduled     | 0    | 12           | Lecture Scheduled  | 0     |
| Minimum | 0 | Lab Scheduled         | 2.00 | 3            | Lab Scheduled      | 24.00 |
|         |   | Contact DHR           | 0    |              | Contact DHR        | 0     |
|         |   | Contact Total         | 2.00 |              | Contact Total      | 24.00 |
|         |   | Non-contact DHR       | 0    |              | Non-contact DHR    | 0     |

Total Out of Class Hours: 0.00

Total Student Learning Hours: 24.00

Title 5 Category: Non-Credit  
Grading: Non-Credit Course  
Repeatability: 27 - Exempt From Repeat Provisions  
Also Listed As:  
Formerly:

**Catalog Description:**  
In this fourth course of a 5-course series, students will build competency in web-based applications and programs for personal and professional use. In this course, students will advance their knowledge of Google Forms and Blogger. Upon completion of the course, students will know how to create, edit, share, and send Google Forms. Students will also be able to create and manage a blog using Google Blogger.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Completion of ADLTED 764.1, or ADLTED 764.2, or ADLTED 764.3

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: In this fourth course of a 5-course series, students will build competency in web-based applications and programs for personal and professional use. In this course, students will advance their knowledge of Google Forms and Blogger. Upon completion of the course, students will know how to create, edit, share, and send Google Forms. Students will also be able to create

and manage a blog using Google Blogger. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Completion of ADLTED 764.1, or ADLTED 764.2, or ADLTED 764.3

Limits on Enrollment:

Transfer Credit:

Repeatability: Exempt From Repeat Provisions

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

|                      |                      |                   |                  |
|----------------------|----------------------|-------------------|------------------|
| <b>AS Degree:</b>    | <b>Area</b>          | <b>Effective:</b> | <b>Inactive:</b> |
| <b>CSU GE:</b>       | <b>Transfer Area</b> | <b>Effective:</b> | <b>Inactive:</b> |
| <b>IGETC:</b>        | <b>Transfer Area</b> | <b>Effective:</b> | <b>Inactive:</b> |
| <b>CSU Transfer:</b> | <b>Effective:</b>    | <b>Inactive:</b>  |                  |
| <b>UC Transfer:</b>  | <b>Effective:</b>    | <b>Inactive:</b>  |                  |

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Understand and utilize Google Forms
2. Create, edit and send a Google Form
3. Create and manage a blog using Google Blogger

**Objectives:**

At the conclusion of this course, the student should be able to:

1. Create forms, surveys, and quizzes in Google Forms
2. Add, duplicate, edit, and delete questions on a form
3. Edit the design/theme on a form
4. Send a Google Form and analyze the results
5. Create a blog in Google Blogger
6. Create, manage, and delete posts in Google Blogger
7. Add images and videos to a blog and manage comments

**Topics and Scope:**

- I. Google Forms
  - A. Create a new blank form
  - B. Create forms using templates
  - C. Edit a blank form
  - D. Add, duplicate, edit, and delete questions
  - E. Share a form
  - F. Edit the design/theme

- G. Preview a form
- H. Change settings
- I. Send a form to recipients
- J. Collect, review, and analyze results

## II. Google Blogger

- A. Create a blog
- B. Add pages to a blog
- C. Create, manage, and delete posts
- D. Add images and videos to a blog
- E. Manage comments

### Assignment:

1. Google Forms exercises (6-8)
2. Google Blogger exercises (2-5)
3. Summative demonstration of skill attainment (1)

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving  
0 - 0%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Google Forms exercises; Google Blogger exercises; Summative skill demonstration

Skill Demonstrations  
65 - 100%

**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation

Other Category  
0 - 35%

### Representative Textbooks and Materials:

Instructor and department prepared materials

