ADED 764.1 Course Outline as of Summer 2025

CATALOG INFORMATION

Dept and Nbr: ADED 764.1   Title: GOOGLE TOOLS 1
Full Title: Google Tools and Applications- Part 1: Drive and Docs
Last Reviewed: 12/13/2021

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: ADLTED 764.1

Catalog Description:
This is the first course in a 5-course series to build competency in web-based applications and programs for personal and professional use. Students will advance their knowledge of the Google suite of apps: Google Drive and Docs. Students will learn how to create, edit, share, and collaborate on files in Google Drive and Docs, and understand their purpose and use in a personal and professional setting.

Prerequisites/Corequisites:

Recommended Preparation:
Course completion of ADLTED 761.2 OR ADLTED 761.3

Limits on Enrollment:

Schedule of Classes Information:
Description: This is the first course in a 5-course series to build competency in web-based applications and programs for personal and professional use. Students will advance their knowledge of the Google suite of apps: Google Drive and Docs. Students will learn how to create, edit, share, and collaborate on files in Google Drive and Docs, and understand their

purpose and use in a personal and professional setting. (Non-Credit Course)
Prerequisites/Corequisites:
Recommended: Course completion of ADLTED 761.2 OR ADLTED 761.3
Limits on Enrollment:
Transfer Credit:
Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:
CSU Transfer:	Effective:	Inactive:	
UC Transfer:	Effective:	Inactive:	

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. Explain and use G-Suite applications: Drive and Docs
2. Create, edit, and share documents using Google Drive and Docs

Objectives:
At the conclusion of this course, the student should be able to:
1. Upload files to Google Drive
2. Organize files into folders on Google Drive
3. Delete files and recover deleted files on Google Drive
4. Share files in Google Drive
5. Create, format, and share Google Docs
6. Import and convert Google Docs

Topics and Scope:

I. Google Drive
    A. Access Google Drive
    B. Upload and download files to Google Drive
    C. Organize folders in Google Drive
    D. Share files to/from Google Drive
    E. Delete files and folders in Google Drive
    F. Recover deleted files in Google Drive

II. Google Docs
    A. Creating a new Google Doc

B. Format text in Google Docs
C. Insert and format images in Google Docs
D. Share Google Docs
E. Use Google Docs templates
F. Organize Google Docs into folders in Google Drive
G. Converting Microsoft Word Docs to Google Docs

Assignment:

1. Google Drive exercises (2-4)
2. Google Docs exercises (7-10)
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.

	Writing
None	0 - 0%

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

	Problem solving
None	0 - 0%

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

	Skill Demonstrations
Google Drive exercises; Google Docs exercises; Summative demonstration of skill attainment	65 - 100%

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

	Exams
None	0 - 0%

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

	Other Category
Attendance and participation	0 - 35%

Representative Textbooks and Materials:
Instructor and department prepared materials