ADLTED 761.7 Course Outline as of Spring 2020

CATALOG INFORMATION

Dept and Nbr: ADLTED 761.7 Title: GOOGLE TOOLS I
Full Title: Google Tools and Applications I: Drive, Docs, Sheets, Canva
Last Reviewed: 12/13/2021

Units		**Course Hours per Week**		**Nbr of Weeks**	**Course Hours Total**	
Maximum	0	Lecture Scheduled	0	6	Lecture Scheduled	0
Minimum	0	Lab Scheduled	3.00	3	Lab Scheduled	18.00
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	18.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00   Total Student Learning Hours: 18.00

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

Catalog Description:
The first course in a three-course series builds competency in web-based applications and programs for personal and professional use. Students will advance their knowledge of G-Suite applications: Google Drive, Docs, Sheets, and the web-based graphic design program, Canva.

Prerequisites/Corequisites:

Recommended Preparation:
Course Completion of ADLTED 761.5 OR ADLTED 761.6

Limits on Enrollment:

Schedule of Classes Information:
Description: The first course in a three-course series builds competency in web-based applications and programs for personal and professional use. Students will advance their knowledge of G-Suite applications: Google Drive, Docs, Sheets, and the web-based graphic design program, Canva. (Non-Credit Course)
Prerequisites/Corequisites:
Recommended: Course Completion of ADLTED 761.5 OR ADLTED 761.6

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. Use G-Suite applications: Drive, Docs, Sheets, and Forms
2. Create, edit, and share documents using Google Drive, Docs, Sheets, and Forms
3. Design a variety of basic print media in Canva

Objectives:
Students will be able to:
1. Import/upload files to Google Drive
2. Organize files into folders on Google Drive
3. Create, edit, and share Google Docs
4. Manipulate versions and formats of Docs
5. Create, edit, and share Google Sheets
6. Use basic formulas for data analysis in Google Sheets
7. Design basic print media in Canva

Topics and Scope:

I. Google Drive
    A. Google Drive access
    B. Importing/uploading files
    C. Downloading files from Google Drive
    D. Organizing files into folders on Google Drive

II. Google Docs
    A. Creating
    B. Editing and formatting
    C. Viewing and accessing previous versions or revisions of documents
    D. Downloading Docs in multiple formats

III. Google Sheets
    A. Adding or removing cells, columns, and rows
    B. Freezing columns or rows
    C. Editing cells
    D. Basic formulas e.g. sum, average

IV. Canva Graphic Design
    A. Creating a Canva account
    B. Basic graphic design fundamentals
    C. Creating flyers using templates

Assignment:

1. Google Drive exercises (2-3)
2. Google Docs exercises (3 - 5)
3. Google Sheets exercises (3-5)
4. Canva exercises (2-4)
5. 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 Drive exercises; Google Doc exercises; Google Sheets exercises; Canva exercises; Summative demonstration of skill attainment	Skill Demonstrations 65 - 70%

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 30 - 35%

Representative Textbooks and Materials:
Instructor prepared materials