

**ADLTED 761.8 Course Outline as of Spring 2020****CATALOG INFORMATION**

Dept and Nbr: ADLTED 761.8 Title: GOOGLE TOOLS II

Full Title: Google Tools and Applications II: Forms, Photos, Sites

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 second course in a three-course series further builds competency in web-based applications and programs for personal and professional use. Students will advance their knowledge of G-Suite applications: Google Forms, Photos, and Sites.

**Prerequisites/Corequisites:****Recommended Preparation:**

Course Completion of ADLTED 764.1 ( or ADLTED 761.7)

**Limits on Enrollment:****Schedule of Classes Information:**

Description: The second course in a three-course series further builds competency in web-based applications and programs for personal and professional use. Students will advance their knowledge of G-Suite applications: Google Forms, Photos, and Sites. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course Completion of ADLTED 764.1 ( or ADLTED 761.7)

Limits on Enrollment:

Transfer Credit:  
Repeatability: Exempt From Repeat Provisions

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

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:

<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**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: Forms, Photos, Sites
2. Demonstrate basic mastery of Google Forms, Photos, and Sites

### **Objectives:**

Students will be able to:

1. Create forms, surveys, and quizzes in Google Forms
2. Upload, share, and organize photos and albums in Google Photos
3. Create a site, update and personalize a site, share and collaborate on sites, and preview and publish a site in Google Sites

### **Topics and Scope:**

#### **I. Google Forms**

- A. Forms, surveys, quizzes
- B. Adding questions
- C. Editing question and response types of surveys
- D. Sending or sharing forms to recipients or respondents
- E. Collecting and reviewing (dis)aggregated results
- F. Downloading responses as a CSV (Comma-separate values) file
- G. Printing forms and responses

#### **II. Google Photos**

- A. Uploading/downloading photos
- B. Creating albums
- C. Sharing photos or albums

#### **III. Google Sites**

- A. Creating and naming a site

- B. Selecting a layout, background image, header type, and theme
- C. Adding, reordering, and nesting pages
- D. Setting up site navigation
- E. Adding content to a site
- F. Editing text, sections, and images
- G. Moving and resizing content
- H. Sharing and collaborating on sites
- I. Previewing and publishing a site

### Assignment:

1. Google Forms exercises (3 - 5)
2. Google Photos exercises (2 - 4)
3. Google Sites exercises (3 - 6)
4. 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 Photos exercises; Google Sites 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

