

CATALOG INFORMATION

Dept and Nbr: ADLTED 764.5 Title: GOOGLE TOOLS 5  
Full Title: Google Tools and Applications- Part 5: Photos and Sites  
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 fifth course of a 5-course series, students build competency in web-based applications and programs for personal and professional use. In this course, students will advance their knowledge of Google Photos and Sites. Upon completion of the course, students will be able to manage, organize, and share photos utilizing Google Photos. Students will also be able to create, personalize, preview, and, publish a Google Site.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Completion of ADLTED 764.1, or ADLTED 764.2, or ADLTED 764.3, or ADLTED 764.4

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: In this fifth course of a 5-course series, students build competency in web-based applications and programs for personal and professional use. In this course, students will advance their knowledge of Google Photos and Sites. Upon completion of the course, students will be able to manage, organize, and share photos utilizing Google Photos. Students will also be

able to create, personalize, preview, and, publish a Google Site. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Completion of ADLTED 764.1, or ADLTED 764.2, or ADLTED 764.3, or ADLTED 764.4

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:
---------------	----------------------	------------	-----------

<b>CSU Transfer:</b>	Effective:	Inactive:
----------------------	------------	-----------

<b>UC Transfer:</b>	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. Understand and utilize Google Photos and Sites
2. Demonstrate basic mastery of Google Photos and Sites

### **Objectives:**

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

1. Upload, download, edit, and share photos
2. Create and share albums
3. Create and name a Google Site
4. Update and personalize a site
5. Share and collaborate on sites
6. Preview and publish a site

### **Topics and Scope:**

#### **I. Google Photos**

- A. Upload a downloading photos
- B. Edit photos
- C. Create albums
- D. Share photos and albums

#### **II. Google Sites**

- A. Create and name a site
- B. Select a layout, background image, header type, and theme

- C. Add and nest pages
- D. Add content to a site
- E. Edit text, sections, and images
- F. Move and resize images
- G. Set up site navigation
- H. Share and collaborate on sites
- I. Preview and publish a site

### Assignment:

1. Google photos exercises (4-6)
2. Google Sites exercises (4-6)
3. Summative demonstration 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 Photos exercises; Google Sites 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