Syllabus

ADLTED 764.1 (1180) |Google Tools and Applications- Part 1: Drive and Docs|Fall 2024

Course Description

This is the first course in a 5-course series designed 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.

Recommended Preparation -- Course completion of ADLTED 761.2 or ADLTED 761.3

Student Learning Outcomes

At the conclusion of this course, the student should be able to:
- Explain and use G-Suite applications: Google Drive and Google Docs
- Create, edit, and share documents using Google Drive and Google Docs

Class Meetings

When: Thursday, 6:00 p.m. – 9:00 p.m.

First Class: Thursday, August 22, 2023

Last Class: Thursday, October 10, 2023

Where: Online via Zoom

Students will receive a Zoom link before the first class.

Student Requirements/Expectations:

- Students are required to attend the live online meetings for each class session.
- Students *are expected* to arrive on time and stay for the entire class session.
- Students *are expected* to be online with reliable internet, mic, and/or camera during the entire scheduled time.
- Students *are expected* to have a gmail.com email account.

Any modifications to this routine will be clearly announced in advance of any change.

Instructor Contact

Sandra D. Gunderson (Sandi or Ms. Gunderson)

Email to Use for this Google Drive/Doc Class: sgunderson.srjcinstructor@gmail.com

SRJC email: sgunderson@santarosa.edu

Phone: (707) **595-0812 [voice mail – or – text]**

I respond to emails/voice mails/texts within 48 hours.

Student Consultation Time [SCT]:

> Wednesdays, 6:30 PM – 6:50 PM
>
> Students may contact the instructor to schedule a pre-arranged SCT.
>
> SCT will take place online via Zoom using the same Zoom link as the class.

Course Web Site – aka Canvas

Every Santa Rosa Junior College class automatically has a course website on an online platform called Canvas. This online platform will not be used for this course.

The primary online resource this course will rely on for storing, sharing, and submitting assignments will be Google Drive.

Textbook

This class **WILL NOT** have a textbook, but instead will have pdf packets of instruction for each of the lessons and practice activities. These packets will be made available to students via Google Drive.

Required Course Materials

- Note-taking material – either digital or paper and pen/pencil
- Reliable internet and a device with a microphone and/or camera

Required Software

You will need the latest versions of the following software for this course:

- Chrome web browser
- Adobe Reader (needed to read and annotate PDF files)

Special Needs

Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278) as soon as possible to better ensure such accommodations are implemented in a timely fashion.

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop the class.

Attendance

Students who fail to attend the first face-to-face class or do not login to an online class after the second day of the semester will be dropped from the class. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact the instructor to avoid being dropped from the class.

Late Policy

All assignments are due no later than 6:00 PM [Pacific] on the due date. A late submission will receive a 20% penalty. Submissions more than one week late *are not* accepted without prior arrangement.

Assignments

Below you'll see the tentative list of Google Drive and Google Doc skills that will be covered in this 8-week course. Advanced notice for any changes/modifications will be sent to all students. Assignments have been created to give each student an opportunity to practice these skills.

Google Drive

- o Introduction
- o What is Google Drive?
- o How to Use it
- o Uploading Files
- o Creating Folders
- o Sharing Folders

Google Docs

- o Introduction
- o Working with Images
- o Importing & Converting Document to Docs
- o Sharing Documents with Others
- o Using Templates

Grading Policy

Grades will be assigned as follows:

Progress Mark (Grade)	Percent of Total Assignment Points	Explanation
P (Pass)	70% - 100%	Students who achieve this level of skill/knowledge are likely to do well in ADLTED 764.2 – ADLTED 764.5
NP (No Progress)	Less than 69%	It is recommended that students at this level of skill/knowledge retake ADLTED 764.1
W (Withdraw)		Students who do not attend class will be withdrawn or "dropped" from the class roster.

Assignments:

1. Google Drive Activities (2-4)
2. Google Docs Activities (7-10)
3. Summative demonstration of skill attainment (1)

Methods of Evaluation/Basis of Grade

Skill Demonstrations: Google Drive and Docs Assignments	Skill Demonstrations 80%
Other: Attendance and Participation	Other Category 20%

Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page.](#)

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students to share information and ideas, but not their work.

Netiquette, or Why Is It Harder to Be Polite Online?

Netiquette refers to using common courtesy in online communication. All members of the class are expected to follow netiquette in all course communications. Use these guidelines:

- Use capital letters sparingly. THEY LOOK LIKE SHOUTING.
- Be considerate of others' feelings and use language carefully.
- Cite all quotations, references, and sources (otherwise, it is plagiarism).
- Use humor carefully. It is hard to "read" tone; sometimes humor can be misread as criticism or personal attack. Feel free to use emoticons like :) for a smiley face to let others know you are being humorous.
- Use complete sentences and standard English grammar to compose posts. Write in proper paragraphs. Review work before submitting it.
- Text speak, such as "ur" for "your" or "ru" for "are you" etc., is only acceptable when texting.

Instructor Statement

I intend to be prepared, organized, approachable and ready to serve you as you learn these new skills.

PLEASE NOTE: This syllabus is intended to give you guidance in what may be covered during the 8 weeks of this course of study. It will be adhered to as closely as possible. However, your instructor reserves the right to modify, supplement, and make changes as course needs arise.

This syllabus is an agreement between instructor and student. Continued registration in this course means that you agree to the policies and procedures outlined in this syllabus and the associated course Canvas website.