Syllabus

ADED 764.5 (2686) |Google Tools and Applications- Part 5: Photos & Sites|Fall 2025

Course 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.

Recommended Preparation -- Completion of ADLTED 764.1 or ADLTED 764.2 or ADLTED 764.3 or ADLTED 764.4 [The Adult Education Department is now using ADED in course name.]

To find more information about this course: [Official Course Outline](#)

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

Class Meetings

When: Thursday, 6:00 p.m. – 9:00 p.m.

First Class: Thursday, October 16, 2025

Last Class: Thursday, December 11, 2025

NO CLASS: Thursday, November 27, 2025 (Thanksgiving)

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 required* 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 Photos/Sites Class: sgunderson.srjcinstructor@gmail.com
Phone: (707) 595-0812 [voice mail – or – text]
I respond to emails/voice mails/texts within 48 hours

Student Consultation Time [SCT]:

Sundays, 6:00 PM – 6:30 PM
Students may contact the instructor to schedule a pre-arranged SCT or simply drop in.
SCT will take place online via Zoom using the same Zoom link used to attend 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 course will be using Canvas throughout the 8-week term.

Textbook

This class **WILL NOT** have a textbook, but instead it will rely on the course website, Canvas, to provide course instructional material.

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 for officially drop the class.

Attendance

Students will be dropped if they do **NOT**:
1. Attend the first class, or
2. Once the class has begun, miss two classes in a row.

A student may avoid being dropped for missing the first class by contacting the instructor *in advance.* Students are expected to let the instructor know when a planned absence may occur. For unplanned absences, make contact as soon as possible.

Late Policy

All assignments are due no later than 7:00 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 with the instructor.

Assignments

Below you'll see the tentative list of Google Photos and Google Site 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 Photos Skills	Google Site Skills
- Uploading & Downloading Photos - Edit Basic Photo Information - Create Albums - Edit Photo elements	- Create a new site - Name your site - Add pages to your site - Add photos to your site - Arrange the layout of your site - Change the appearance of your site - Share your site - Publish your site

Grading Policy

Grades will be assigned as follows:

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

Assignments:

1. Google Photos Activities
2. Google Sites Activities
3. Summative demonstration of skill attainment – The Final Project

Methods of Evaluation/Basis of Grade

Skill Demonstrations: Google Photos, Sites Assignments + the Final Project	Skill Demonstrations 80%
Other: Attendance	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 "r u" for "are you" etc., is only acceptable when informally texting.

Instructor Statement

I intend to be prepared, organized, approachable and ready to serve you as you learn the new skills this course will present.

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.