

ADLTED 761.9 Course Outline as of Spring 2020**CATALOG INFORMATION**

Dept and Nbr: ADLTED 761.9 Title: GOOGLE TOOLS III

Full Title: Google Tools and Applications III: PowerPoint& Google Slides

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 third course in a three-course series further builds competency in web-based applications and programs for personal and professional use. Students will learn to use PowerPoint and Google Slides, and understand how they are similar and different.

Prerequisites/Corequisites:**Recommended Preparation:**

Course Completion of ADLTED 764.2 (or ADLTED 761.8)

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

Description: The third course in a three-course series further builds competency in web-based applications and programs for personal and professional use. Students will learn to use PowerPoint and Google Slides, and understand how they are similar and different. (Non-Credit Course)

Prerequisites/Corequisites:

Recommended: Course Completion of ADLTED 764.2 (or ADLTED 761.8)

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:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	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. Create an effective presentation with textual and visual elements using PowerPoint and Google Slides
2. Manipulate an existing presentation using different editing tools
3. Share, import, or convert a presentation

Objectives:

Upon completion of the course, students will be able to:

1. Create a presentation using PowerPoint and Google Slides
2. Add textual information to a presentation
3. Add visual elements to a presentation
4. Add graphic elements to a presentation
5. Modify and format slides and presentations
6. Import or convert a presentation
7. Share a presentation

Topics and Scope:

- I. Overview of PowerPoint
 - A. Creating a new presentation
 - B. Adding and formatting text
 - C. Inserting text boxes and shapes
 - D. Inserting and deleting pictures, shapes, or charts
 - E. Formatting object shapes
 - F. Adding backgrounds
 - G. Applying slide transitions
 - H. Inserting video or music
 - I. Adding links

- J. Creating and editing comments
- K. Previewing and printing a presentation
- L. Projecting and presenting slides

II. Overview of Google Slides

- A. Creating a new presentation
- B. Choosing a theme and layout
- C. Adding and editing content
- D. Adding, duplicating, deleting, and arranging slides
- E. Customizing slides
- F. Adding new text boxes and images to slides
- G. Adding transitions between slides
- H. Adding animations to elements on a slide
- I. Sharing and unsharing presentations
- J. Collaborating on a presentation
- K. Downloading presentations in other formats
- L. Printing a presentation
- M. Projecting and presenting slides

Assignment:

1. PowerPoint exercises (4 - 6)
2. Google Slides exercises (4 - 6)
3. Importing, converting, and sharing presentation exercises (2 - 4)
4. Oral presentations (2)

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.

PowerPoint exercises; Google Slides exercises; Importing, converting, and sharing presentation exercises; Oral presentations

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