## ADLTED 764.1 Course Outline as of Fall 2022

# CATALOG INFORMATION

Dept and Nbr: ADLTED 764.1  Title: GOOGLE TOOLS 1
Full Title: Google Tools and Applications- Part 1: Drive and Docs
Last Reviewed: 12/13/2021

| 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:             ADLTED 761.7

**Catalog Description:**
This is the first course in a 5-course series 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.

**Prerequisites/Corequisites:**

**Recommended Preparation:**
Course completion of ADLTED 761.2 OR ADLTED 761.3

**Limits on Enrollment:**

**Schedule of Classes Information:**
Description: This is the first course in a 5-course series 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. (Non-Credit Course)
Prerequisites/Corequisites:
Recommended: Course completion of ADLTED 761.2 OR ADLTED 761.3
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: |
| **CSU Transfer:** | Effective: | Inactive: | |
| **UC Transfer:** | 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. Explain and use G-Suite applications: Drive and Docs
2. Create, edit, and share documents using Google Drive and Docs

**Objectives:**
At the conclusion of this course, the student should be able to:
1. Upload files to Google Drive
2. Organize files into folders on Google Drive
3. Delete files and recover deleted files on Google Drive
4. Share files in Google Drive
5. Create, format, and share Google Docs
6. Import and convert Google Docs

**Topics and Scope:**

I. Google Drive
   A. Access Google Drive
   B. Upload and download files to Google Drive
   C. Organize folders in Google Drive
   D. Share files to/from Google Drive
   E. Delete files and folders in Google Drive
   F. Recover deleted files in Google Drive

II. Google Docs
   A. Creating a new Google Doc

B. Format text in Google Docs
C. Insert and format images in Google Docs
D. Share Google Docs
E. Use Google Docs templates
F. Organize Google Docs into folders in Google Drive
G. Converting Microsoft Word Docs to Google Docs

**Assignment:**

1. Google Drive exercises (2-4)
2. Google Docs exercises (7-10)
3. 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<br>0 - 0% |
| --- |

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

| None |
| --- |

| Problem solving<br>0 - 0% |
| --- |

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

| Google Drive exercises; Google Docs exercises;<br>Summative demonstration of skill attainment |
| --- |

| Skill Demonstrations<br>65 - 100% |
| --- |

**Exams:** All forms of formal testing, other than skill performance exams.

| None |
| --- |

| Exams<br>0 - 0% |
| --- |

**Other:** Includes any assessment tools that do not logically fit into the above categories.

| Attendance and participation |
| --- |

| Other Category<br>0 - 35% |
| --- |

## Representative Textbooks and Materials:
Instructor and department prepared materials