ADLTED 764.2 Course Outline as of Fall 2024

CATALOG INFORMATION

Dept and Nbr: ADLTED 764.2 Title: GOOGLE TOOLS 2
Full Title: Google Tools and Applications- Part 2: Sheets
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 761.8

Catalog Description:
This is the second 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 Google Sheets, part of the Google suite of apps. The student will learn how to create, edit, share, and collaborate on files in Google Sheets and understand their purpose and use in a personal and professional setting.

Prerequisites/Corequisites:

Recommended Preparation:
Course completion of ADLTED 764.1

Limits on Enrollment:

Schedule of Classes Information:
Description: This is the second 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 Google Sheets, part of the Google suite of apps. The student will learn how to create, edit, share, and collaborate on files in Google Sheets and understand their purpose and

use in a personal and professional setting. (Non-Credit Course)
Prerequisites/Corequisites:
Recommended: Course completion of ADLTED 764.1
Limits on Enrollment:
Transfer Credit:
Repeatability: Exempt From Repeat Provisions

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

		Effective:	Inactive:
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. Understand and utilize G-Suite app: Sheets
2. Create, edit and share documents utilizing Google Sheets

Objectives:
At the conclusion of this course, the student should be able to:
1. Create, edit, and share Google Sheets
2. Utilize basic and complex formulas for data analysis in Google Sheets
3. Organize data and insert and format charts to provide a better visual representation of the data

Topics and Scope:

I. Basic Features and Elements in Google Sheets
    A. Create a new spreadsheet
    B. Select cells
    C. Insert and delete cell content
    D. Copy and paste cell content
    E. Use the fill handle
    F. Share a Google Sheet

II. Working Rows and Columns
    A. Modify column width and row height
    B. Insert and delete rows and columns
    C. Wrap text and merge cells
    D. Hide and unhide rows and columns

III. Formatting Cells
    A. Change font, size, and color
    B. Change text alignment
    C. Add cell borders and change fill color
    D. Apply number formats

IV. Formulas and Functions
    A. Create simple formulas
    B. Edit a formulas
    C. Create complex formulas
    D. Create functions
    E. Create formulas using functions
    F. Edit a formula

V. Organizing Data
    A. Sort data
    B. Filter data

VI. Charts
    A. Insert a chart
    B. Change chart type
    C. Add chart and axis titles
    D. Change chart colors, fonts, and style
    E. Move and resize a chart

Assignment:

1. Using basic features and elements in Google Sheets (1-3)
2. Working with rows and columns (1-3)
3. Formatting cells (1-3)
4. Formulas and functions (2-4)
5. Organizing data (1-2)
6. Inserting and formatting charts (2-4)
7. Summative demonstration of skills 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 Sheets exercises; Summative demonstration of skill attainment	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