ADED 764.3 Course Outline as of Summer 2025

CATALOG INFORMATION

Dept and Nbr: ADED 764.3 Title: GOOGLE TOOLS 3
Full Title: Google Tools and Applications- Part 3: Slides
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 764.3

Catalog Description:
This is the third course in a 5-course series to build competency in web-based applications and programs for personal and professional use. The student will advance their knowledge of Google Slides, part of the Google suite of apps. The student will learn how to create a presentation, add visual elements, apply textual formatting, import and convert a presentation and share a presentation.

Prerequisites/Corequisites:

Recommended Preparation:
Course completion of ADED 764.1 or ADED 764.2

Limits on Enrollment:

Schedule of Classes Information:
Description: This is the third course in a 5-course series to build competency in web-based applications and programs for personal and professional use. The student will advance their knowledge of Google Slides, part of the Google suite of apps. The student will learn how to create a presentation, add visual elements, apply textual formatting, import and convert a

presentation and share a presentation. (Non-Credit Course)
Prerequisites/Corequisites:
Recommended: Course completion of ADED 764.1 or ADED 764.2
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. Create a Google Slides presentation with textual and visual elements
2. Revise an existing presentation using different editing tools
3. Share, import, and convert a presentation

Objectives:
At the conclusion of this course, the student should be able to:
1. Create a Google Slides presentation
2. Download and convert a presentation
3. Share a presentation
4. Add textual information to a presentation
5. Add visual elements to a presentation
6. Add graphic elements to a presentation
7. Modify and format slides and presentations

Topics and Scope:

I. Creating a Presentation
   A. Create a new blank presentation
   B. Create a presentation using templates
   C. Share a presentation
   D. Download and convert a presentation

II. Working with Slides
   A. Insert new slides

B. Change slide layout
C. Change themes
D. Change background color
E. Organize slides

III. Working with Text
A. Add text to presentation
B. Edit text in presentation

IV. Adding and Formatting Visual and Graphic Elements
A. Text boxes in presentation
B. Shapes in presentation
C. Images in presentation
D. Charts in presentation
E. Videos in presentation

V. Adding Transitions and Presenting a Slide Show
A. Add transitions to presentation
B. Add animations to presentation
C. Present a slide show

Assignment:

1. Google Slides exercises (8-10)
2. Oral presentation (1)
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 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 Slides exercises; Oral presentation; 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