

# CHT A040N: GOOGLE APPLICATIONS

Item	Value
Curriculum Committee Approval Date	12/06/2023
Top Code	051400 - Office Technology/Office Computer Applications
Units	0 Total Units
Hours	36 Total Hours (Lecture Hours 9; Lab Hours 27)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Open Entry/Open Exit	No
Grading Policy	P/NP/SP Non-Credit (D)

## Course Description

This course will prepare students how to use Google Applications, a collection of cloud computing, productivity and collaboration tools, to communicate and collaborate effectively in the workplace. Topics include Gmail, Google Drive, Docs, Sheets, Slides and other applications. ADVISORY: CHT A001N. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

## Course Level Student Learning Outcome(s)

1. Identify the best Google Application for a specific project or task.
2. Use Google Applications to create a document, sheet, slide, and form.
3. Demonstrate how to use Google Drive. 3. Create a professional email.

## Course Objectives

- 1. Create a Gmail/Google drive account.
- 2. Identify functions and features in Google Drive.
- 3. Manage and organize files and folders within Google Drive.
- 4. Identify parts of an email
- 5. Create an email message to inform or request information.
- 6. Explain how to create and share a Google Doc
- 7. Compose and format a Google Doc for business purposes.
- 8. Explain how to create and share a Google Sheet.
- 9. Use Google sheets to organize information, perform calculations or formulas and analyze information.
- 10. Explain how to create and share a Google Slide.
- 11. Develop, design and deliver a Google slide presentation related to business.
- 12. Explain how to create and share a Google Form.
- 13. Create and administer a Google Form to record and analyze data.
- 14. Develop graphs and interpret data based on data displays.
- 15. Practice using other Google Applications such as Google drawing, Google Maps, Google My Maps, Google Sites, Google Translate, Waze, etc.
- 16. Describe the role of Google applications in the workplace.

## Lecture Content

Gmail Identify parts of an email, subject, greeting, body and closure Identify basic features to use in an email such as cc, bcc and attachments Create an email message using English standard mechanics Google Drive Create or open a Gmail account to access Google Drive Use Google Drive features to view content, arrange, download and upload files and folders Access and open Google apps Google Doc Open and share a Google doc Navigate within the application environment Enter, edit and format text with font size, color and alignments Cut, copy and paste content Apply bullets and numbering Use paragraph alignments and line spacing Insert, move, format and resize a photo Google Sheet Identify parts of the application window Create formulas using operators and built-in functions Enter data, values and labels Edit, format and clear cell contents Copy and paste content Select cells, ranges, rows and columns Insert, delete and resize columns and rows Add and delete a worksheet Insert a chart with basic formatting Download a Google sheet Google Slide Identify the different areas of the application window Insert new slides using different layouts Apply a theme Enter and edit content in placeholders and apply formatting Cut, copy, and paste placeholders Copy, move and delete slides Add bullets and numbering Add photo, video or an object to a slide Resize, move and format photos Download a Google slide Google Form Open and create a Google form Explore features Create questions for Google form Share the form and apply settings Collect and analyze responses Other Google apps Open and explore other Google apps Identify the purpose for the app Discuss a few features from each app

## Lab Content

Identify features in Google Drive Explain and demonstrate how to upload, download and arrange documents and files in Google Drive Create and format a Google Doc, a Google Sheet, a Google Slide and Google Form Discuss and use the different settings to share a document Open and use other Google apps and explain their use Identify appropriate content and elements for a business email

## Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Enhanced NC Lab (NC2)
- Online Enhanced NC Lect (NC5)
- Online Enhanced NC Lab (NC6)
- Live Online Enhanced NC Lect (NC9)
- Live Online Enhanced NC Lab (NCA)

## Reading Assignments

Assign readings from websites, PowerPoints and content pages.

## Writing Assignments

Provide written feedback from peer reviews, reflections on skills learned, and how they relate to business documents in the workplace.

## Out-of-class Assignments

Practice activities, projects, quizzes, watch videos, and discussions on peer critiques.

## Demonstration of Critical Thinking

Explain the use of different documents with the appropriate application then compare and contrast the differences.

### **Required Writing, Problem Solving, Skills Demonstration**

Students will develop a project for each application. Additional projects may be completed to demonstrate further competencies. Reflection writing to share learning experience and areas of strengths and weaknesses.

### **Eligible Disciplines**

Office technologies (secretarial skills, office systems, word processing, ...:  
Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

### **Other Resources**

1. GCFGlobal website 2. Digital Literacy Assessment by Northstar