# LINC 411: GOOGLE DRIVE

## Foothill College Course Outline of Record

| Heading | Value |
| --- | --- |
| **Effective Term:** | Summer 2021 |
| **Units:** | 0 |
| **Hours:** | 3 lecture per quarter (3 total per quarter) |
| **Advisory:** | Basic experience with internet software tools, browsers, hyperlinks, online media resources, and basic skills using a computer; students will need a free Google account to participate in this course. |
| **Degree & Credit Status:** | Non-Degree-Applicable Non-Credit Course |
| **Foothill GE:** | Non-GE |
| **Transferable:** | None |
| **Grade Type:** | Non-Credit Course (Receives no Grade) |
| **Repeatability:** | Unlimited Repeatability |

## Student Learning Outcomes

- Demonstrate the use of multiple strategies to locate files and folders and to customize displays and settings for user needs.
- Manage files in Google Drive

## Description

This noncredit workforce preparation course provides an overview of Google Drive, as part of the G Suite of tools. Skills covered include managing and organizing files and folders in Google Drive, as well as managing sharing settings. This course will prepare students for the Drive portion of the G Suite Certification exam.

## Course Objectives

The student will be able to:

1. Manage files in Google Drive.
2. Create and manage folders in Google Drive.
3. Use multiple strategies to locate files and folders in Google Drive.
4. Customize the display and settings of Google Drive to improve efficiency.
5. Share files and folders within Google Drive and publish them to the public.

## Course Content

1. Files
   a. Copying
   b. Moving to trash
   c. Downloading to hard drive
   d. Uploading from hard drive
2. Folders
   a. Moving
   b. Renaming
   c. Removing (moving to trash)
   d. Uploading folders from hard drive
3. Locating files and folders
   a. Search
   b. Recent
   c. Shared with me
   d. Computer and device sync settings
4. Customizing settings
   a. Grid or list view
   b. File or folder details
   c. Offline accessibility
   d. Notifications (adding content, delete a file)
   e. Folder activity (users, last modified date)
5. Sharing and publishing
   a. Add to My Drive
   b. Assigning or removing ownership
   c. Permission settings
      i. Folders
         1. Organize
         2. Add
         3. Edit
         4. View only
      ii. Docs
         1. Edit
         2. Comment
         3. View
   d. Sharing notifications
   e. Publish to web

## Lab Content

Not applicable.

## Special Facilities and/or Equipment

1. When offered on campus: Lecture room equipped with computer projector system, whiteboard, and internet connectivity. Computer laboratories with internet connectivity and computers or internet enabled devices running standard operating systems (iOS, MacOS, Windows, Android, Linux)
2. When taught online via Canvas students must have current email accounts and/or ongoing access to computers with email and web browsing capability

## Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Completing assignments through an online course system
Class performance with demonstrations

## Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

The student will be writing notes, listening, and participating in lecture presentation

The student will be observing an instructor-led demonstration and/or actively practicing the demonstrated skills
The student will be presenting and communicating their ideas in discussion and/or participating in peer reviews

## Representative Text(s) and Other Materials

La Counte, Scott. The Ridiculously Simple Guide to Google Apps (G Suite), 1st ed.. 2019.

## Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

1. Example reading assignment: Students will read, both in print and online, instructions relating to the basic operation of a G Suite application. Additionally, there will be written material which will accompany either video or direct instruction.
2. Example writing assignments: Students will write responses to questions regarding the demonstration of using a G Suite application, such as email, word processing document, or spreadsheet.

## Discipline(s)

Instructional Design/Technology