

LINC 412: GMAIL

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 features to sort, locate messages, and personalize the inbox according to user needs.
- Manage the Gmail Inbox, including controlling and organizing information contacts.

Description

This noncredit workforce preparation course provides an overview of Google's email service, Gmail, as part of the G Suite of tools. Skills covered include personalizing settings, managing and organizing the inbox, and using the contacts features. This course will prepare students for the Gmail portion of the G Suite Certification exam.

Course Objectives

The student will be able to:

1. Personalize Gmail settings for preferences and specific needs.
2. Manage the Gmail inbox, including controlling what information is received and how it is received.
3. Manage and communicate with contacts.
4. Use multiple features to sort and locate messages in the inbox.

Course Content

1. Personalizing settings
 - a. Set vacation responder
 - b. Desktop notifications
 - c. Language and display preferences
2. Managing inbox
 - a. Applying filters and blocking addresses
 - b. Archiving messages
 - c. Mute
 - d. Multiple inboxes
3. Contacts

- a. Composing messages
 - i. Replying/reply all
 - ii. Forwarding messages
 - iii. CCing
 - iv. BCCing
 - b. Launching a text chat
 - c. Launching a video call
 - d. Sharing files (attaching or linking)
 - e. Inserting images
4. Locating messages
 - a. Searching and sorting the inbox
 - b. Sent messages
 - c. Drafts

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 (e.g., 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