

LINC 413: GOOGLE HANGOUTS MEET

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; a computer with a built-in or connected camera and microphone are necessary for 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 ability to set up and launch a Hangout.
- Manage meetings, including sound, bandwidth, and video using multiple features.

Description

This noncredit workforce preparation course provides an overview of Google's video conferencing service, Hangouts Meet, as part of the G Suite of tools. Skills covered include setting up a Hangout, managing audio and visuals, and handling users. This course will prepare students for the Hangouts Meet portion of the G Suite Certification exam.

Course Objectives

The student will be able to:

1. Set up and launch a Hangout.
2. Manage sound, video, and bandwidth during a Hangout.
3. Manage meetings using Hangouts features.

Course Content

1. Set-up and launch
 - a. Scheduling
 - b. Launching from browser
 - c. Launching from apps
 - d. Presenting and sharing screens
2. Sound, video and bandwidth

- a. Muting microphone
 - b. Turning camera off
 - c. Reducing bandwidth
3. Managing meetings
 - a. Dialing in
 - b. Inviting users
 - c. Hangouts chat
 - d. Muting other users
 - e. Ejecting users

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