

# LINC 414: GOOGLE DOCS

## Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2021
Units:	0
Hours:	4 lecture per quarter (4 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

- Collaborate on documents by and sharing them in the cloud and via download formats.
- Customize pages, including sizing, non-text elements, and tables.
- Format text elements within pages, including text attributes and text blocks.

## Description

This noncredit workforce preparation course provides an overview of Google's cloud-based document service, Google Docs, as part of the G Suite of tools. Skills covered include setting up a document, formatting text, inserting images and tables, and collaborating with other users. This course will prepare students for the Docs portion of the G Suite Certification exam.

## Course Objectives

The student will be able to:

1. Set up and customize pages.
2. Insert non-text elements into documents.
3. Change text attributes to meet content and user needs.
4. Format text blocks to include advanced text features.
5. Use app-specific tools to improve efficiency and writing.
6. Insert and edit tables in documents.
7. Collaborate on and share documents.
8. Download documents into different file formats.

## Course Content

1. Set-up pages
  - a. Page size, orientation, and color
  - b. Adding footers, headers, and page numbers
  - c. Adding Table of Contents

2. Non-text elements
  - a. Images
  - b. Tables
  - c. External links
  - d. In-doc linking
  - e. Bookmarks
3. Text attributes
  - a. Font
  - b. Font size
  - c. Text and highlight color
  - d. Bold, italic, underline
4. Format text blocks
  - a. Paragraph styles
  - b. Alignment
  - c. Line and paragraph spacing
  - d. Columns
  - e. Numbering and bullets
5. Tools
  - a. Spelling
  - b. Dictionary
  - c. Explore
6. Tables
  - a. Creating/deleting tables
  - b. Inserting/deleting rows and columns
  - c. Managing table properties
    - i. Color
    - ii. Border
    - iii. Dimensions
    - iv. Alignment
7. Collaborating and sharing
  - a. Comments
  - b. Editing
  - c. Suggesting
  - d. Revision history
8. Download
  - a. Microsoft Word
  - b. Rich text format
  - c. PDF
  - d. Plain text
  - e. Webpage (HTML)

## 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**

Completing assignments through an online course system  
Class performance with demonstrations

## **Method(s) of Instruction**

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