

# LINC 415: GOOGLE SHEETS

## Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2021
Units:	0
Hours:	5 lecture per quarter (5 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

- Format sheets and cells, including non-text elements.
- Manage data values, rows, cells, and columns.

## Description

This noncredit workforce preparation course provides an overview of Google's cloud-based spreadsheet service, Google Sheets, as part of the G Suite of tools. Skills covered include cell management, formatting spreadsheets, using functions, and managing data. This course will prepare students for the Sheets portion of the G Suite Certification exam.

## Course Objectives

The student will be able to:

1. Manage data values, rows, cells, and columns.
2. Format sheets and cells.
3. Insert non-text elements into sheets.
4. Use basic functions to manipulate data and solve numeric problems.
5. Manage and transform data to meet different user needs.
6. Collaborate on, and share sheets with other users.
7. Import, export, and convert from other file types to utilize data across multiple formats and applications.

## Course Content

1. Manage data
  - a. Adding
  - b. Deleting
  - c. Freezing
  - d. Inserting
2. Formatting
  - a. Bold and italicizing
  - b. Merging cells

- c. Text wrapping
  - d. Fill color
  - e. Borders
  - f. Data validation
  - g. Alignment
  - h. Fonts
    - i. Font size
    - j. Date formats
    - k. Currency
  - l. Sheet formatting
    - i. Adding
    - ii. Deleting
    - iii. Duplicate
    - iv. Copy to...
    - v. Renaming
3. Non-text elements
    - a. Charts
    - b. Images
    - c. Links
    - d. Forms
    - e. Drawings
  4. Functions
    - a. Function list
    - b. SUM
    - c. AVERAGE
    - d. MIN
    - e. MAX
    - f. COUNT
  5. Transform data
    - a. Conditional formatting
    - b. Naming, sorting, and protecting sheets and ranges
    - c. Creating filters and filter views
    - d. Validating data
    - e. Creating and modifying charts
  6. Collaboration and sharing
    - a. Comments
    - b. Revision history
    - c. Download as
  7. Other file types
    - a. Comma separated values
    - b. Excel sheets

## 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