

# LINC 416: GOOGLE SLIDES

## 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 ability to insert, manipulate, arrange, and format objects in slides.
- Design and build functional and aesthetic presentations that include a variety of text features and non-text elements.

## Description

This noncredit workforce preparation course provides an overview of Google's cloud-based presentation service, Google Slides, as part of the G Suite of tools. Skills covered include presentation design, formatting text, inserting images and videos, arranging objects, and sharing presentations. This course will prepare students for the Slides portion of the G Suite Certification exam.

## Course Objectives

The student will be able to:

1. Design and build functional and aesthetic presentations.
2. Use a variety of text features to enhance presentation design and functionality.
3. Insert and manipulate non-text elements into slides.
4. Arrange and format objects in slides.
5. Share presentations with different user groups.

## Course Content

1. Build presentations
  - a. Adding, copying, and deleting slides
  - b. Apply layouts and themes
  - c. Presenter notes
  - d. Copy and paste slides and adjust to destination formatting
  - e. Linking slides
2. Text features

- a. Inserting text blocks
  - b. Font
  - c. Font size
  - d. Text and highlight color
  - e. Bold, italic, underline
  - f. Setting capitalization
3. Non-text elements
    - a. Images
    - b. Charts
    - c. Diagrams
    - d. Lines
    - e. Shapes
    - f. Tables
    - g. Slide numbers
    - h. Videos
  4. Arranging objects
    - a. Sending to front or back
    - b. Group/ungroup
    - c. Alignment
    - d. Rotation
    - e. Distribute
    - f. Snap-to guiding lines
    - g. Resizing
  5. Sharing
    - a. Presenter view
    - b. Print settings and preview
    - c. 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 (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