LINC 417: G SUITE CERTIFICATION PREPARATION

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; it is recommended that students have completed LINC 411, 412, 413, 414, 415, and 416 before beginning 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

- Combine several features in G Suite applications to complete specified performance tasks.
- Demonstrate essential use and understanding of the G Suite apps required for Level 1 certification.
- Select the appropriate G Suite app for a given task, using features to maximize efficiency.

Description

This noncredit workforce preparation course provides an overview of the G Suite Certification exam. Topics covered include exam question types, test strategies and review of G Suite tools. Students will practice with sample exam questions and performance tasks. This course will prepare students for the format and expectations of the G Suite Certification exam.

Course Objectives

The student will be able to:

1. Demonstrate essential use and understanding of the G Suite apps required for Level 1 certification.
2. Select the appropriate G Suite app for a given task, using features to maximize efficiency.
3. Combine several features in G Suite applications to complete specified performance tasks.
4. Pass a G Suite Level 1 Certification practice exam.

Course Content

1. G Suite apps
   a. Drive overview
   b. Gmail overview
   c. Hangouts Meet overview
   d. Docs overview
   e. Sheets overview
   f. Slides overview
2. Selecting appropriate app
   a. Drive features
   b. Gmail features
   c. Hangouts Meet features
   d. Docs features
   e. Sheets features
   f. Slides features
3. Performance tasks
   a. Drive performance tasks
   b. Gmail performance tasks
   c. Hangouts Meet performance tasks
   d. Docs performance tasks
   e. Sheets performance tasks
   f. Slides performance tasks
4. Practice exam
   a. Multiple choice questions
   b. Performance tasks

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