

# LINC 68B: GOOGLE DOCS

## Foothill College Course Outline of Record

Heading	Value
<b>Units:</b>	0.5
<b>Hours:</b>	6 lecture per quarter (6 total per quarter) This course meets 1 time per quarter.
<b>Advisory:</b>	Basic computer skills and knowledge of internet technologies, such as using web browsers, email, bookmarking, searching and downloading; not open to students with credit in LINC 270S.
<b>Degree &amp; Credit Status:</b>	Degree-Applicable Credit Course
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	CSU
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

## Student Learning Outcomes

- Students will be able to collaborate within the same Google document using simultaneously edit, comment, and chat.
- Explain how Google docs fits with all other Google applications
- Create and edit a Google document

## Description

An introduction to Google Docs, the free online word processing application in the Google office suite, which allows people to collaborate on a single version of a document. Google Docs is a powerful, easy to use application for teachers, students, groups, and organizations that want to share and collaborate with documents online. Participants will have hands-on experience creating, formatting, editing, saving, sharing, printing documents, inserting graphics, composing tables, and working collaboratively on a single document.

## Course Objectives

The student will be able to:

- Explain how Google Docs fits with all other Google applications
- Create and edit a document in Google Docs
- Configure a document in Google Docs for sharing
- Collaborate with others on creating a single document in Google Docs
- Manage collection of files

## Course Content

- Explain how Google Docs fits with all other Google applications
  - Overview of the Google suite of applications
  - Connections among the applications
- Create, edit, and share a document in Google Docs
  - Explore the menus and commands
  - Navigate and edit
  - Insert images, links, tables
  - Share and publish
- Configure a document in Google Docs for sharing

- Set permissions
- Invite collaborators
- Collaborate with others on creating a single document in Google Docs
  - Define the collaboration rules and guidelines
  - Identify types of collaboration documents
- Manage collection of files
  - Explain Google file management types
  - Create collections

## Lab Content

Not applicable.

## Special Facilities and/or Equipment

- When offered on/off campus: Lecture room equipped with overhead projector, white/black board, and a demonstration computer connected online. Computer laboratories equipped with online PCs and Macintosh computers, network server access, and printers.
- When taught via Foothill Global Access on the internet: Students must have currently existing email accounts/email address and ongoing access computers with email software, web browsing capability, FTP program, and access to the internet.

## Method(s) of Evaluation

The student will demonstrate proficiency by:

- Creating documents using characteristics of quality defined by the class.
- Writing an evaluation critique and reflection for their own and classmates' projects, with emphasis on use of constructive comments and suggested improvements with respect to established characteristics of good multimedia design.
- Participating in class discussions, critiques, and collaborative document creation.

## Method(s) of Instruction

During periods of instruction the student will be:

- Listening actively to lecture presentations delivered in student-centered learning style by taking notes, following demonstrations, or completing an activity
- Participating in facilitated discussions of live presentations, readings or video presentations
- Presenting in small group and whole class situations

## Representative Text(s) and Other Materials

Brumbaugh, Kyle, Elizabeth Calhoon, Ramsey Musallam, and Robert Pronovost. Creating a Google Apps Classroom: The Educator's Cookbook. Shell Education, 2014.

Instructor-assigned notes and materials.

When course is taught online: Additional information, notes, handouts, syllabus, assignments, tests, and other relevant course material will be delivered by email and on the internet, and discussion may be handled with internet communication tools.

## **Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments**

A. Each class session requires the student to read and analyze selected websites or student projects related to that session's topics. Class discussion is encouraged.

B. Each session's topic requires a written response to a prompt that is turned in for instructor or peer review. Each prompt is designed to be a draft of a section of the student's completed project. Instructor feedback should be reflected in the final product.

C. When taught online these methods may take the form of video, audio, animation and webpage presentations. Assignments will be submitted online as well.

## **Discipline(s)**

Instructional Design/Technology