

**GOOGLE APPLICATIONS
COURSE CODE: 5007
STUDENT PROFILE**

STUDENT'S NAME:		TEACHER'S NAME:			
School Year/Semester:		Grade:			
Begin Date:		Date Completed:			
<p>Directions: Document student's progress using the applicable rating scales below: Enter date of completion under the appropriate column.</p> <p>0 - Has not received instruction in this area / no experience or knowledge of this task (N/A) 1 - Can apply and perform independently (80-100) 2 - Can perform the task completely with limited supervision (70-79) 3 - Requires additional instruction and or close supervision (60-69)</p>					
A. SAFETY		0	1	2	3
1	Review school safety policies and procedures.				
2	Review classroom safety rules and procedures.				
3	Review safety procedures for using equipment in the classroom.				
4	Identify major causes of work-related accidents in office environments.				
5	Demonstrate safety skills in an office/work environment.				
B. STUDENT ORGANIZATIONS		0	1	2	3
1	Identify the purpose and goals of a Career and Technology Student Organization (CTSO).				
2	Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.				
3	Explain the benefits and responsibilities of being a member of a CTSO.				
4	List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.				
5	Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.				
C. TECHNOLOGY KNOWLEDGE		0	1	2	3
1	Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation				
2	Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.				

3	Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.				
4	Explain the consequences of social, illegal, and unethical uses of technology (e.g., cyber bullying; piracy; illegal downloading; cyberbullying; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).				
5	Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, Creative Commons, documents, video, sounds, music, trademarks, and other elements for personal use.				
6	Describe ethical and legal practices of safeguarding the confidentiality of business-related information.				
7	Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.				
D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS		0	1	2	3
1	Demonstrate punctuality.				
2	Demonstrate critical thinking and problem-solving skills				
3	Demonstrate initiative and self-direction.				
4	Demonstrate integrity.				
5	Demonstrate work ethic.				
6	Demonstrate conflict resolution skills.				
7	Demonstrate listening and speaking skills.				
8	Demonstrate respect for diversity.				
9	Demonstrate customer service orientation.				
10	Demonstrate teamwork.				
E. PROFESSIONAL KNOWLEDGE		0	1	2	3
1	Demonstrate global or “big picture” thinking.				
2	Demonstrate career and life management skills and goal-making.				
3	Demonstrate continuous learning and adaptability skills to changing job requirements.				
4	Demonstrate time and resource management skills.				
5	Demonstrates information literacy skills.				
6	Demonstrates information security skills.				
7	Demonstrates information technology skills.				
8	Demonstrates knowledge and use of job-specific tools and technologies.				
9	Demonstrate job-specific mathematics skills.				
10	Demonstrates professionalism in the workplace.				

11	Demonstrates reading and writing skills.				
12	Demonstrates workplace safety.				
F. GOOGLE SEARCH		0	1	2	3
1	Navigate the Web using the Google Chrome browser				
2	Add and manage, history, and extensions.				
3	Add and organize bookmarks using location, name, and labels.				
4	Conduct a basic, advanced, and specialized Google search.				
5	Analyze search results page.				
6	Filter search results using Google search tools (e.g. images, videos, etc.)				
7	Filter image search results by usage rights (select Tools, usage rights).				
8	Refine search using Boolean operators and keywords (e.g. *, “ “, (), or, not, and, etc.)				
9	Restrict search to specific file types.				
10	Evaluate search results by domain.				
11	Use Quick Find features.				
12	Use Google’s Finance feature.				
13	Explore Google’s non-search features (e.g., translate, books).				
14	Conduct search using Google Scholar.				
15	Conduct search using Google Patents.				
G. GMAIL		0	1	2	3
1	Explain how e-mail works.				
2	Create/Sign in to a Google account.				
3	Modify Google account settings, if available.				
4	Read and compose appropriate e-mail messages, (e.g., netiquette).				
5	Create and manage Gmail contacts and contact groups.				
6	Create folders and manage tasks.				
7	Manage messages for content and attachments.				
8	Organize messages through the use of Gmail labels.				
H. GOOGLE CALENDAR		0	1	2	3
1	Create and customize various online calendars, (e.g., personal, professional, social).				
2	Create an event.				
3	Create repeating events.				
4	Set up event reminders.				
5	Invite others and accept invitations to events.				
6	Add events through Gmail.				
7	Add public calendars to Google Calendar.				

8	Share calendar with others including making the calendar public.				
9	Change calendar views.				
I. GOOGLE DRIVE FUNDAMENTALS		0	1	2	3
1	Collaborate on Google applications, (e.g., docs, slides, sheets.)				
2	Identify various parts of windows in different applications (Docs, Sheets, Slides.)				
3	Communicate through the use of making and resolving comments.				
4	Share or e-mail documents as attachments.				
5	Access and manage files from any mobile device.				
6	Create folders and upload files to Google Drive.				
7	Download/print various file types, (e.g., Docs, Slides, Sheets, Word, PowerPoint, Excel, JPEG, PDF, etc.)				
8	Share folders in Google Drive.				
9	Connect apps to Google Drive, if available.				
J. GOOGLE DOCS		0	1	2	3
1	Create and properly format a word processing document (e.g., business letter, resume, MLA/APA report).				
2	Apply various formatting and editing features: fonts, paragraph styles, alignment, bullets/numbering, spell check, and line spacing.				
3	Insert and move text and objects (e.g., images, links, headers, page numbers, and tables). 4. Set permissions for sharing a document.				
4	Use the research tool from within a document.				
5	Utilize add-ons (e.g., thesaurus, translation, highlight, diagrams).				
6	Demonstrate how to collapse/expand a document.				
K. GOOGLE SHEETS		0	1	2	3
1	Create a spreadsheet.				
2	Enter text, dates, and numbers into rows and columns.				
3	Merge cells vertically and horizontally.				
4	Enter and edit formulas in a cell and/or use the formula bar.				
5	Analyze and use functions, (e.g., financial, statistical, mathematical, and logical. 6. Format cells (e.g., color, size, etc.).				
6	Cut, copy, paste, and resize rows and columns				
7	Differentiate the different types of data used in Sheets, (e.g., currency, date, time, numbers, text, symbols, etc.)				
8	Sort, manage, and analyze data.				
9	Create and edit various charts from data in a spreadsheet.				
L. GOOGLE SLIDES		0	1	2	3
1	Create a slide show, (e.g., interactive, formal, informative).				
2	Insert and delete slides.				
3	Use appropriate slide layout, themes, and order.				

4	Manipulate the slide master to change layout. (optional)				
5	Insert text, images, drawings, links, videos, GIF files, tables, and shapes.				
6	Add animations to objects and transitions to slides.				
7	Format presentation settings (e.g. in presentation view - change slide size to custom slide size, standard, or widescreen.)				
8	Orally present a slide show demonstrating effective presentation skills.				
M. GOOGLE SITES		0	1	2	3
1	Create, customize, and manage a Google site.				
2	Insert existing Google Drive files, images, and links.				
3	Embed items on a Google site (e.g., maps, forms, calendars).				
N. GOOGLE EARTH		0	1	2	3
1	Find destinations and create a virtual field trip and/or sightseeing tour.				
2	Create/save, name, and edit Place marks.				
3	Add text, links, and images to Place marks.				
4	Utilize layers to access multiple features and views.				
5	Access and navigate Google Sky, Google Moon, and Google Mars.				
6	Find destinations and create a virtual field trip and/or sightseeing tour.				
O. GOOGLE MAPS		0	1	2	3
1	Map a location using multiple views.				
2	Use a map to create directions for various modes of travel.				
3	Calculate mileage and travel time.				
4	Create a custom map.				
5	Measure distances for local businesses or landmarks (walking compared to driving).				
P. YOUTUBE (WITH DISTRICT APPROVAL)		0	1	2	3
1	Subscribe to a teacher-approved YouTube channel.				
2	Find and save teacher selected videos.				
3	Create folders to organize videos.				
4	Create a how-to video and upload to YouTube.				
5	Orally present video.				