

GOOGLE APPLICATIONS COURSE CODE: 5007

COURSE DESCRIPTION: The Google Applications course provides in-depth instruction in the G Suite and its productivity and collaborative applications. Students will complete real world problem-based activities, projects, and collaborative works that are used in the work environment. In addition, students will apply key critical thinking skills, and practice ethical and appropriate behavior for the responsible use of technology.

OBJECTIVE: Given the necessary equipment, supplies, and facilities, the student will complete all of the following core standards successfully.

COURSE CREDIT: 1 Carnegie unit (120 hours)

PREREQUISITE: N/A

RECOMMENDED GRADE LEVELS: 9–12

COMPUTER REQUIREMENT: One computer per student with Internet access

REQUIRED SOFTWARE: G Suite and additional Google Applications

RESOURCES: Instructional Materials

A. SAFETY

Proficient professionals know the academic subject matter, including safety as required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in any program of study.

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

Proficient professionals know the academic subject matter, including professional development, required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in any program of study.

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

Proficient professionals know the academic subject matter, including the ethical use of technology as needed in their role. The following accountability criteria are considered essential for students in any program of study.

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. piracy; cyberbullying, illegal downloading; 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, 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

Proficient professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate creativity and innovation.
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

Proficient professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in any program of study.

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. Demonstrate reading and writing skills.
12. Demonstrates workplace safety.

F. GOOGLE SEARCH

Proficient Business professionals demonstrate appropriate skills using Google Search and Google Chrome as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

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

Proficient Business professionals demonstrate appropriate skills using Gmail, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

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

Proficient Business professionals demonstrate appropriate skills using Google Calendar, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

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

Proficient Business professionals demonstrate appropriate skills using Google Drive, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

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

Proficient Business professionals demonstrate appropriate skills using Google Drive Docs, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

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

Proficient Business professionals demonstrate appropriate skills using Google Sheets, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

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

Proficient Business professionals demonstrate appropriate skills using Google Slides, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

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

Proficient Business professionals demonstrate appropriate skills using Google Sites, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

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

Proficient Business professionals demonstrate appropriate skills using Google Earth, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

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.

O. GOOGLE MAPS

Proficient Business professionals demonstrate appropriate skills using Google Maps, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

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)

Proficient Business professionals demonstrate appropriate skills using YouTube, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

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.

Q. GOOGLE COLLABORATION

Proficient Business professionals demonstrate appropriate collaborative skills using Google Hangouts, Chat, Groups, and Meet as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

1. Set up and participate in a chat, video session, or class discussion online.
2. Conduct a video Hangout.
3. Create and manage a Google Meet
4. Connect with classmates and share ideas with other members of the team..
5. Set status: available, unavailable, busy, etc.
6. Demonstrate appropriate etiquette during video sessions (e.g. muting microphone, camera use, proper attire, language, environment, etc.)
7. Organize collaborative resources.
8. Create private groups (e.g. breakout sessions) for individual interests.

R. GOOGLE FORMS

Proficient Business professionals demonstrate appropriate skills using Google Forms, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

1. Create and customize a form.
2. Share a Google form to collect responses.
3. Manage response data (e.g. select spreadsheet option).
4. Analyze results and make recommendations.

S. GOOGLE DRAWINGS

Proficient Business professionals demonstrate appropriate skills using Google Drawings, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

1. Create a detailed drawing using various drawing tools, (e.g., word art, shapes, images, text, borders, lines, etc.).
2. Format images in drawings.
3. Use various line tools.
4. Present projects and provide constructive feedback.

T. GOOGLE BLOGGER

Proficient Business professionals demonstrate appropriate blogging skills, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

1. Create a reflective learning journal.

2. Post messages, photos, and videos.
3. Manage the blog and comments (e.g. editors, appearance, etc.)
4. Comment on a blog.
5. Present journals and provide constructive feedback.

U. SKETCHUP (FORMERLY GOOGLE SKETCHUP)

Proficient Business professionals demonstrate appropriate skills using SketchUp, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

1. Select or create a template.
2. Manipulate the layout.
3. Identify, create, and edit objects using the toolbar.
4. Create, place, and edit text.
5. Navigate with the mouse (using the Pan tool).
6. Collaborate to construct various designs.
7. Save file.
8. Export as an .stl file to create objects using a 3D printer.

V. OTHER PRODUCTIVITY SOFTWARE (OPTIONAL)

Proficient Business professionals demonstrate appropriate skills using other productivity software, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

1. Compare and contrast other productivity software features to G Suite, (e.g., word processing, spreadsheet, and presentation software).
2. Use other productivity software to create documents, spreadsheets, and slide show presentations.
3. At teacher's discretion, explore additional Google applications as needed.

W. PROJECT/SIMULATION LEARNING

Proficient Business professionals demonstrate appropriate skills to complete projects or simulations using various productivity software, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.

1. Create a portfolio of projects demonstrating the integration of various Google applications.

[Course Materials and Resources](#)

[Course Academic Standards and Indicators](#)