

GOOGLE APPLICATIONS
COURSE CODE: 5007

COURSE DESCRIPTION: Google Applications is designed to introduce students to many of the applications that Google offers. The course builds on skills beyond the traditional introduction of computer concepts and incorporates technologies using emerging applications for productivity, creativity, collaboration, and third party add-ons. It will prepare students for learning and working in the 21st century through communication and collaboration tools. Real world student-centered activities, projects, and collaborative works will strengthen students' technology skills in the continually changing online Google community.

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

COURSE CREDIT: 1 Carnegie unit

PREREQUISITE: N/A

RECOMMENDED GRADE LEVELS: 9–12

COMPUTER REQUIREMENT: One computer per student and Internet accessibility

REQUIRED SOFTWARE:

Google Applications

RESOURCES:

www.mysctextbooks.com

A. SAFETY

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

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

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; 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

1. Demonstrate punctuality.
2. Demonstrate self-representation.
3. Demonstrate work ethic.
4. Demonstrate respect.
5. Demonstrate time management.
6. Demonstrate integrity.
7. Demonstrate leadership.
8. Demonstrate teamwork and collaboration.
9. Demonstrate conflict resolution.
10. Demonstrate perseverance.
11. Demonstrate commitment.
12. Demonstrate a healthy view of competition.
13. Demonstrate a global perspective.
14. Demonstrate health and fitness.
15. Demonstrate self-direction.
16. Demonstrate lifelong learning.

E. PROFESSIONAL KNOWLEDGE

1. Demonstrate effective speaking and listening skills.
2. Demonstrate effective reading and writing skills.
3. Demonstrate mathematical reasoning.
4. Demonstrate job-specific mathematics skills.
5. Demonstrate critical-thinking and problem-solving skills.
6. Demonstrate creativity and resourcefulness.
7. Demonstrate an understanding of business ethics.
8. Demonstrate confidentiality.
9. Demonstrate an understanding of workplace structures, organizations, systems, and climates.
10. Demonstrate diversity awareness.
11. Demonstrate job acquisition and advancement skills.
12. Demonstrate task management skills.
13. Demonstrate customer-service skills.

F. GMAIL

1. Create/Sign in to a Google account.
2. Configure Google account settings.
3. Create and receive e-mail messages.
4. Manage Gmail contacts.
5. Manage tasks.
6. Manage messages for content and attachments.
7. Organize Gmail in-box.

G. GOOGLE CALENDAR

1. Create and customize online calendar.
2. Create an event.
3. Create repeating events.
4. Set up event reminders.
5. Invite others to events.
6. Share calendar with others including making calendar public.
7. Change calendar views.

H. GOOGLE SEARCH AND GOOGLE CHROME (WEB BROWSER)

1. Navigate the Web with Google Chrome.
2. Add and manage bookmarks and history.
3. Conduct basic, advanced, and specialized Google searches.
4. Analyze search results page.
5. Filter search results using Google search tools including search for images.
6. Filter image search results by usage rights.

7. Refine search using Boolean operators and key words.
8. Restrict search to specific file types.
9. Evaluate search results by domain.
10. Use Google's QuickFind features.
11. Use Google's Finance feature.
12. Explore Google's non-search features (e.g., translate, books).
13. Add and organize bookmarks using location, name, and labels.
14. Conduct search using Google Scholar.

I. GOOGLE DRIVE

DOCS/DOCUMENT

1. Create a word processing document (e.g., business letter, resume, and MLA/APA report).
2. Apply formatting features: fonts, paragraph styles, alignment, bullets/numbering, and line spacing.
3. Insert and move text and objects (e.g., images, links, footnotes, page numbers).
4. Set permissions for sharing a document.
5. Use the research tool from within a document.
6. Download and/or print a document.

SHEETS/SPREADSHEET

7. Create a spreadsheet.
8. Enter text, dates, and numbers into rows and columns.
9. Merge cells vertically and horizontally.
10. Enter and edit formulas in a cell and/or use the formula bar.
11. Format cells.
12. Sort and manage data.
13. Use basic functions (AVERAGE, SUM, COUNT, MIN, and MAX).
14. Download and/or print a spreadsheet.
15. Create a chart from data in a spreadsheet.

SLIDES/PRESENTATION

16. Create a presentation.
17. Insert and delete slides.
18. Insert text, images, drawings, videos, tables, and shapes.
19. Add animations to objects and transitions to slides.
20. Format presentation settings.
21. Download a presentation.

FORMS

22. Create and customize a form.
23. Distribute a Google form to collect responses.
24. Manage response data.

DRAWING

25. Create a drawing.
26. Use shapes, images, text, lines, and arrows in a drawing.

GENERAL

27. Collaborate on documents.
28. Share or e-mail documents as attachments.
29. Access and manage files from any mobile device.
30. Create folders and upload files to Google Drive.
31. Compare and contrast local Google Drive storage and storage capacity with online Google Drive storage.
32. Share folders in Google Drive.
33. Connect apps to Google Drive.

J. GOOGLE SITES

1. Create, customize, and manage a Google site.
2. Insert existing Google Drive files, images, and links.
3. Insert gadgets onto a Google sites page.
4. Embed items on a Google site (e.g., maps, forms, calendars).
5. Collaborate with others to manage sites.

K. GOOGLE BLOGGER

1. Create a reflective learning journal.
2. Post messages, photos, and videos.
3. Share schoolwork.

L. GOOGLE EARTH

1. Create a virtual field trip and/or sightseeing tour.
2. Create and edit placemarks.
3. Add text, links, and images to placemarks.
4. Utilize layers to access multiple features and views.
5. Access and navigate Google Sky, Google Moon, and Google Mars.

M. GOOGLE MAPS

1. Map a location using multiple views.
2. Use a map to create directions for various modes of travel.
3. Calculate mileage.
4. Create a custom map.
5. Search for a local business or landmark.

N. GOOGLE PICASA/PHOTOS

1. Organize photos.
2. Edit photos using basic fixes, tuning, and effects.
3. Share photos.
4. Add captions and details to images.
5. Create and manage a photo album.
6. Create a slideshow, collage, and movie.

O. GOOGLE HANGOUTS

1. Set up a chat or video session.
2. Connect with classmates.
3. Set status: available, unavailable, busy, etc.
4. Conduct a video Hangout.

P. YOUTUBE

1. Subscribe to a teacher-approved YouTube channel.
2. Create a how-to video and upload to YouTube.

Q. TRIMBLE SKETCHUP

1. Visualize geometry/mathematical concepts.
2. Demonstrate architectural concepts.
3. Design full scale 3D buildings and environments.
4. Collaborate on building designs.

R. GOOGLE GROUPS (OPTIONAL)

1. Participate in extended class discussion online.
2. Share ideas with other members of the team.
3. Organize collaborative resources.
4. Create private groups for individual interests.

S. OTHER GOOGLE APPLICATIONS

1. Use other available Google applications based on teacher preference (<http://www.google.com/about/products/>).