

GOOGLE BASICS
COURSE CODE: 5011

COURSE DESCRIPTION: This course introduces the student to basic Google tools and applications through the completion of real-world, student-centered activities and projects.

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

COURSE CREDIT: .5 Carnegie units

PREREQUISITE: N/A

RECOMMENDED GRADE LEVELS: 7-9

COMPUTER REQUIREMENT: One computer per student and Internet accessibility

REQUIRED SOFTWARE:

Google Applications

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. INTERNET BASICS

1. Identify and define basic Internet terminology (e.g., World Wide Web, browsers, Internet, intranet, search engine, cloud computing).
2. Describe the uses of the Internet.
3. Identify types of Internet connections.
4. Explain how Web addresses function.

G. GMAIL

1. Explain how e-mail works.
2. Sign up for a Google account.
3. Change Google account settings.
4. Read and send e-mail messages.
5. Send an e-mail message with an attachment.
6. Manage Gmail contacts.
7. Manage messages.

H. GOOGLE CALENDAR

1. Create 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.
7. Change calendar views.

I. GOOGLE SEARCH AND GOOGLE CHROME (WEB BROWSER)

1. Navigate the Web with Google Chrome.
2. Add and manage bookmarks and history.
3. Conduct a basic, advanced, and specialized Google search.
4. Analyze search results page.
5. Filter search results using Google search tools including searching 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.

J. GOOGLE DRIVE

DOCS/DOCUMENT

1. Create a word processing document (e.g., business letter, report, and table).
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.

GENERAL

22. Collaborate on documents.
23. Share or e-mail documents as attachments.
24. Create folders and upload files to Google Drive.
25. Share folders in Google Drive.

K. GOOGLE SITES

1. Create a content page within a Web site.
2. Insert images, links, gadgets, and Google Drive files.

3. Embed items on the Google site.
4. Collaborate with others to manage sites.

L. GOOGLE EARTH INTRODUCTION

1. Experience a virtual field trip and/or sightseeing tour.
2. Locate landmarks using Street View.
3. 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. Create a photo album.

O. YOUTUBE (OPTIONAL)

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