1. **COURSE TITLE\*: Google Apps and Internet Safety**
2. **CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION\*: CSCI 1104**
3. **PREREQUISITE(S)\*: COREQUISITE(S)\*:**
4. **COURSE TIME/LOCATION/MODALITY: (*Course Syllabus – Individual Instructor Specific*)**
5. **CREDIT HOURS\*: 3.0 LECTURE HOURS\*: 2.5**

 **LABORATORY HOURS\*: .5 (1 contact hour) OBSERVATION HOURS\*:**

1. **FACULTY CONTACT INFORMATION: *(Course Syllabus – Individual Instructor Specific)***
2. **COURSE DESCRIPTION\*:**

Introduction to Google establishing a Google account, utilizing Google Drive and Google Docs, Google Slides, Google Sheets, Google Maps, Common Google Apps, and Google Arts and Culture.

1. **LEARNING OUTCOMES\*:**

Upon successful completion of the course, the student will be able to create Google Docs, Manage and uploading files in Google Drive, Share and collaborate, create tables, insert images, creating Google Sheets, Google Slides, and common Google apps.

1. Creating a Google account
	1. Setup a Google account
	2. Review Google’s Terms of Service and Privacy Policy
	3. Create a profile with a strong password
	4. Using Google EMail
	5. Using Google Contacts
	6. Using Google Tasks
	7. Using Google Calendar
	8. Using Google Translate
	9. Utilizing SSCC Email and Records
2. Google Security
	1. Understanding encryption
	2. Cloud infrastructure
	3. Threat detection
	4. Spam protection
	5. Updates to browser security
	6. Avoid phishing attempts
3. Introduction to Google Drive and Google Docs
	1. Define Google drive
	2. Getting started with Google drive
	3. Creating Google Docs
	4. Uploading files to Google drive
	5. Managing files
	6. Sharing and collaborating
	7. Converting and printing documents
4. Common Tasks in Google Documents
	1. Define Google Documents
	2. Getting started with Google Documents
	3. Text basics
	4. Formatting text and adding hyperlinks
	5. Using indents and tabs
	6. Headers, footers, and page breaks
5. Doing More with Google Documents
	1. Working with tables
	2. Inserting imagers
	3. Inserting text boxes and shapes
	4. Using Google Documents on a mobile device
	5. Using Google Documents offline
6. Introduction to Google Slides
	1. Define Google Slides
	2. Getting started with Presentation
	3. Slide basics
	4. Text basics
	5. Adding pictures and shapes
	6. Adding transitions and animations
	7. Presenting your slide show
	8. Editing master slides and layouts
7. Common Tasks in Google Sheets
	1. Getting started with Google Sheets
	2. Modifying columns, rows, and cells
	3. Formatting cells
	4. Working with multiple sheets
8. Doing More with Google Sheets
	1. Creating simple formulas
	2. Creating complex formulas
	3. Types of cell references
	4. Working with functions
	5. Sorting and filtering data
	6. Understanding the new Google Sheets
	7. Understanding number formats
9. Common Tasks in Google Forms
	1. Create Contact information using Google Forms
	2. Initiate an event registration using Google Forms
	3. Create a survey using google Forms
10. Common Tasks in Google Maps and Google Earth
	1. Define Google Maps
	2. Using Google Maps
	3. Getting Directions with Google Maps
	4. Utilizing Street View
	5. Creating Custom Maps
	6. Utilizing Google Earth
11. Common Google Apps
	1. Exploring Google Arts and Culture by reviewing artworks, collections, and Google stories
	2. Explore historical events, art movements, and historical figures within Google Arts & Culture
	3. Review SketchUp
12. Review of Various Google Products
	1. Explore the various products and efficiencies utilized in the Google umbrella for Hangouts, Expeditions, Google Cardboard for Virtual Reality, and Google Duo
13. **ADOPTED TEXT(S)\*:**

There will not be a required text. We will be using open source documents.

**9a: SUPPLEMENTAL TEXTS APPROVED BY FULL TIME DEPARTMENTAL FACULTY (INSTRUCTOR MUST NOTIFY THE BOOKSTORE BEFORE THE TEXTBOOK ORDERING DEADLINE DATE PRIOR TO ADOPTION) \*\*\*.**

1. **OTHER REQUIRED MATERIALS: (SEE APPENDIX C FOR TECHNOLOGY REQUEST FORM.)\*\***

1) A fast, reliable Internet connection.

2) Google Chrome

3) Download of various Google Apps as required

4) Computer Time: Approximately six to eight hours per week of computer time outside of class is recommended for successful completion of course requirements.

1. **GRADING SCALE\*\*\*:**

Grading will follow the policy in the catalog. The scale is as follows:

A: 90 – 100

 B: 80 – 89

 C: 70 – 79

 D: 60 – 69

 F: 0 – 59

1. **GRADING PROCEDURES OR ASSESSMENTS: (*Course Syllabus – Individual Instructor Specific)***

|  |  |  |
| --- | --- | --- |
| *Category* | ***EXAMPLE ONLY****Total Points* | *% of Grade* |
| Chapter Assignments (10x30) | 300 | 30% |
| Quizzes (10x20) | 200 | 20% |
| Unit Exams (3x100) | 300 | 30% |
| Assignments (5x10) | 50 | 5% |
| Annual Report Project (100) | 100 | 10% |
| Attendance | 50 | 5% |
| Total | 1000 | 100% |

1. **COURSE METHODOLOGY: *(Course Syllabus – Individual Instructor Specific)***

Can include any of the following:

1) Portfolio of documentation representing skills and knowledge gained

2) Hands on applications and exercises for creating and designing various office application documents using Google apps.

3) May include but not limited to: lecture, independent and group projects, in-class and at-home assignments, tests and quizzes.

4) Integration of the various office applications in Google apps.

**14. COURSE OUTLINE: *(Course Syllabus – Individual Instructor Specific)***

***(Insert sample course outline with learning objectives tied to assignments / topics.)***

Week 1 and 2: Learning Objective 1. Students will create Google accounts, setup email accounts, and learn to use account information with calendars, contacts, and tasks and translate. Students will become knowledgeable about using SSCC email and Student Records.

Week 3: Learning Objective 2. Students will demonstrate using security tools with Google applications.

Week 4: Learning Objective 3. Students will demonstrate using Google Drive and Google Docs for sharing and collaborating and managing files within Google Drive.

Week 5: Learning Objective 4. Students will generate Google documents using Google Docs using basic word processing tools established within the software.

Week 6: Learning Objective 5. Students will create Google documents using Google Docs by utilizing tables, text boxes, shapes, and using documents offline.

Week 7: Learning Objective 6. Students will create Google presentations using Google Slides by creating a presentation using slide basics and adding pictures and shapes.

Week 8: Midterm Test covering Learning Objectives 1 thru 6.

Week 9: Learning Objective 7. Students will create Google spreadsheets using Google Sheets by creating spreadsheets by modifying columns, rows, cells and working with multiple sheets.

Week 10 and 11: Learning Objective 8. Students will create Google spreadsheets using Google Sheets advanced features for working with formulas, functions, sorting, and understanding number formatting.

Week 13: Learning Objective 9. Students will create Google forms to initiate an event registration and a survey.

Week 14: Learning Objective 10. Students will develop competency in common navigation tasks using Google Maps and Google Earth.

Week 15: Learning Objectives 11 and 12. Students will develop competency with utilization of Google Arts and Culture, researching historical events, and exploration of Google products related to Hangouts, Expeditions, and VR.

Week 16: Final Test covering Learning Objectives 7 thru 12.

 **\**Instructor will reserve the right to organize work to meet objectives of the course*.**

**15. SPECIFIC MANAGEMENT REQUIREMENTS\*\*\*:**

**16. FERPA:\***

Students need to understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**17. DISABILITIES:\***

Students with disabilities may contact the Disability Services Office, Central Campus, at 800-628-7722 or 937-393-3431.

**18. OTHER INFORMATION\*\*\*:**

**SYLLABUS TEMPLATE KEY**

**\*** Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

**\*\*** Any alteration or addition must be approved by the Curriculum Committee

**\*\*\*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.