

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore, <http://www.labette.edu/bookstore>, for the required texts for this class.

<u>COURSE NUMBER:</u>	EDUC 160
<u>COURSE TITLE:</u>	Topics in Education: Google for Educators Level 1
<u>SEMESTER CREDIT HOURS:</u>	1 Credit Hour
<u>DEPARTMENT:</u>	Workforce Education/Career Training/Personal Enrichment
<u>DIVISION:</u>	Continuing Education/Workforce
<u>PREREQUISITES:</u>	Current Google account (personal or educational).
<u>REVISION DATE:</u>	June 2018

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (If any):

Text and Supplementary Materials will be internet based with free access.

COURSE DESCRIPTION:

Students will learn how to use all of the current Google for Education Tools. Students will be ready to take the Google for Education Certified Educator Level 1 assessment after completing this class if they choose to.

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Choose which Google App would best suit their individual needs for each task.
2. Understand how to access, create, convert, share, and organize their Google Drive.
3. Understand how to access, create, and share with Google Docs.
4. Understand how to access, create, format, sort, and share with Google Sheets.
5. Understand how to access, format, create, edit and share with Google Forms.

6. Understand how to access, create, arrange, link, and share with Google Slides.
7. Understand how to access, create, add students, and share with Google Classroom.
8. Understand how to receive, send, save, personalize, and search in Gmail.
9. Understand how to use Google Groups, Text Hangouts, and Video Handouts.
10. Understand how to use, share, add, remove and edit events in Google Calendar.
11. Understand how to use Google Tasks, and Google Keep.
12. Understand how to create and maintain a website with Google Sites.
13. Understand how to use, sign in, and sync the Google Chrome browser.
14. Understand how to effectively use filters and modifiers in Google Search.
15. Understand how to use YouTube channels and playlists.
16. Understand how to join, access and use Google+.
17. Understand how to access and effectively use Google Online Help.
18. Learn about and complete the Google Digital Citizenship workshop.