STV72 : Google Workspace Fundamentals

General Information

Author:	• Kassandra Wilson
Course Code (CB01) :	STV72
Course Title (CB02) :	Google Workspace Fundamentals
Department:	STV
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0799.00) Other Information Technology
CIP Code:	(11.9999) Computer and Information Sciences and Support Services, Other.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000632063
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 72 introduces students to using and configuring a Google account, security settings, Gmail, Google Calendar, Google Voice, Google Drive, Google Docs, Google Sheets, and Google Forms. Students create a Google account, change account settings, use all features available in Gmail, create calendars and appointments in Google Calendar, create a forwarding telephone number service in Google Voice, and create a channel as well as content in Google's YouTube. Lecture 24-32 hours.
Justification:	Mandatory Revision
Academic Career:	• Noncredit
Mode of Delivery:	
Author:	
Course Family:	

Academic Senate Discipline

Primary Discipline:	• Vocational (short-term): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

☐ Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	24 - 32
Total Course Out-of-Class Hours	0 - 0
Total Student Learning Hours	24 - 32

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Workforce Preparation.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Workforce Preparation Enhanced Funding.

☑ Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0	0
Laboratory Hours	24 - 32	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	0
Laboratory	24 - 32
Studio	0

Total	24 - 32

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

Objectives
- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

AND

Advisory

STV140 - Internet (in-development)

Objectives
- Access the internet for research, shopping, and communication.
- Recognize the importance of managing individual privacy and security.
- Explore the World Wide Web.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Lecture

Methods of Instruction	Laboratory

Methods of Instruction	Discussion

Methods of Instruction	Demonstrations

Out of Class Assignments

N/A

Methods of Evaluation	Rationale
Evaluation	Project based evaluation (need example)
Exam/Quiz/Test	Multiple-choice quizzes
Exam/Quiz/Test	Comprehensive final test

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
James Bernstein	Google Apps Made Easy: Learn to Work in the Cloud	Create Space Independent Publisher	2019	9781798114995

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Demonstrate a basic understanding of Google Accounts and uses.

Use Gmail to read, search and send email with attachments.

Use Gmail for email applications such as Outlook.

Apply use of security options in Google.

Generate a Google Voice and YouTube account.

Create and share Google Calendars.

SLOs

Develop content using a variety of basic Google applications.   Expected Outcome Performance: 70.0

STV Google Workspace Certificate	Complete common workplace activities using cloud-based tools to create and share documents, spreadsheets, presentations, and files.
	Prepare for entry level employment in office technology through proficiency in Google Workspace cloud computing.
ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
STV General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Search, create, and organize Gmail workspace.   Expected Outcome Performance: 70.0

Create and secure a Google account for business and personal use.   Expected Outcome Performance: 70.0

ILOs Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
STV General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.

STV General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

No value

Laboratory/Studio Content

Introduction (3- 4 hours)
- Introduction to Google Services and Overview Google Suite for business and separate services offered apart from Google Suite for business.
- Setting up a Google Account
- Using the Google Dashboard
- Security and setting up 2-factor authentication
- Using Google Security to check account status and logins
- Costs of using Google Services

Gmail (6- 8 hours)
- Receiving email with Gmail, and read vs. unread messages
- Searching for specific emails with advanced search functions such as label", "from;", "to:,using dates, labels, and phrases
- Sending Gmail
  - single and multiple recipients; CC and BCC
  - maximum attachment sizes, multiple attachments, and compressing files for attaching to Gmail
- Organizing email with custom labels
- Creating alias email addresses in Gmail
- Creating individual contacts
- Creating mailing lists of customers
- Configuring Gmail to use with Outlook 365

Google Calendar (6- 8 hours)
- Creating recurring and non-recurring appointments
- Creating calendars
- Grouping and naming calendars
- Sharing calendars
- Sharing your own calendar and using permissions
- Viewing shared calendars
- Synchronizing phone with app

Google Voice (3- 4 hours)
- Getting a Google Voice number

- Forwarding Google Voice to another telephone
- Texting and messaging through Google Voice
- Creating outgoing messages
- Receiving and checking voicemail and using VM transcription service

YouTube (3- 4 hours)
- Searching YouTube
- Creating a channel
- Uploading and editing a video

Miscellaneous, New and Changing Google Services (3- 4 hours)
- Google Keep
- Google Meet
- New developments in Google services

Total hours: 24- 32

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value