

STV73 : Google Workspace Intermediate

General Information

Author:	<ul style="list-style-type: none">Kassandra Wilson
Course Code (CB01) :	STV73
Course Title (CB02) :	Google Workspace Intermediate
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) :	CCC000632064
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 73 provides students with skills and information to extend their knowledge of Google Workspace beyond the Google Workspace Fundamentals course. Students create documents and forms in the cloud, backup files, and collaborate with others on documents and worksheets. Lecture 24-32 hours. Note: This course is pass/ no pass.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Noncredit
Mode of Delivery:	
Author:	
Course Family:	

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">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.

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Variable Credit Course

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

STV72 - Google Workspace Fundamentals (in-development)

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.

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

Exam/Quiz/Test

Multiple choice quizzes

Evaluation

Project based evaluation (example needed here)

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

CreateSpace
Independent
Publisher

2019

1798114992

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

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Utilize and configure a Google Account platform for real-world situations.

Demonstrate how to back up files and folders using Google Drive.

Utilize Google Docs to create a fully formatted document with tables, headers, footers, and graphics.

Create tables with values, labels, and formulas as well as create charts based on tables using Google Spreadsheet.

Create a formatted presentation with Google Slides and publish it to the web.

Produce a customer survey form and save response data for analysis using Google Forms.

SLOs

Customize various Google platform applications 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.

Configure collaboration features with Google docs, slides, sheets, and forms.

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.

Synchronize between multiple devices when using various Google platform applications.

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

Google Drive (6- 8 hours)

- Capacity of basic free Google Drive. Paid options for extra space
- Using Good Drive as a Document Backup Service
- Backing up/uploading files
- Organizing documents and creating folders
- Previewing documents from Drive and editing directly in Drive
- Sharing and Permissions in Google Drive
 - Copying the sharing link and emailing
 - Receiving and using a shared link
 - Changing permissions for shared folders and files
- The Google Drive synchronization app for computers
- Choosing folders to synchronize
- Synchronizing between multiple computers
- The Google Drive app for smart phones

Google Docs (5- 6 hours)

- Using Google Docs as a word processor and features
 - Formatting text and paragraphs
 - Inserting images
 - Creating tables
- Sharing and Permissions in Google Docs
- Saving and sharing an individual document
- Setting read and write permissions for others and simultaneous editing
- Downloading and printing documents

Google Sheets (4-6 hours)

- Using Google Sheets as a spreadsheet program and features
- Creating simple budgets and worksheets
- Sharing permissions in Google Sheets
- Collaboration in Google Sheets

Google Slides (4.5- 6 hours)

- Using Google Slides as a presentation program and features
- Creating a basic presentation with text and images
- Turning your slide into an interactive web page

Google Forms (4.5-6 hours)

- Create Customer Satisfaction forms
- Create an on-line test
- View results of satisfaction forms and make a report

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