

**Department Master Syllabus
Camden County College
Blackwood, New Jersey**

Course Title: Introductory Computing using Google Apps (G Suite)

Course Number: CIS-106

Department/Program Affiliation: Computer Information Systems

Date of Review:

(This Department Master Syllabus has been examined by the program/department faculty members and it is decided that no revision is necessary at this time.)

Date of Last Revision: New Course - October, 2018

(This Department Master Syllabus has been examined by the program/department faculty members and it is decided a change requiring a revision is necessary at this time.)

N.B. A change to the course materials alone (textbooks and/or supplementary materials) may not constitute a revision. Any other change to the items listed below on this form is considered a revision and requires approval by the program faculty at a Program/Department Meeting and by the division at a Chairs and Coordinator Meeting.

Credits: 2

Contact Hours: Lecture 2 Lab 0 Other 0

Prerequisites: none

Co-requisites: none

Course Description:

This course provides the student with the ability to responsibly, appropriately and effectively use technology tools to access, manage, integrate, evaluate, create and communicate information independently or with others. In this course, students will learn the essential fundamentals of how to navigate the interfaces of *Google Apps (G Suite)*, a Web-based collaborative Software as a Service (SaaS) solution that provides an integrated suite of secure, cloud-native collaboration and productivity applications. Students will use the G Suite tools of the Google Drive (cloud storage), Gmail, Calendar, Docs (Word Processor), Sheets (Spreadsheet), and Slides (Presentation Software) to store and display information.

Knowledge of the keyboard is recommended for success in this course. This course is taught in a room with computers. Students benefit by interacting with the lecture material. However, there are no graded or mandatory student computer exercises required during the class lecture. All hands-on assignments are completed outside of class.

Course Student Learning Outcomes: (Cognitive, Psychomotor, Affective Domains)

Upon completion of this course, the student will be able to:

1. Navigate a web-based cloud environment by managing, locating, and sharing files or folders for storage as assessed by software projects, class participation, homework, tests, or exercises.
2. Use the Internet responsibly, appropriately, effectively to evaluate and think critically about information for research and communication as assessed by hands-on internet projects, presentations, homework, tests, or exercises.

3. Identify and apply the appropriate software package from G Suite to effectively meet an information need as assessed by case studies, software projects, class participation, homework, test, or lab exercises.
4. Create and modify a word processing document appropriately applying non-text elements, formatting text blocks, creating tables, sharing and collaborating in Docs as assessed by hands-on word processing projects, homework, test, or lab exercises.
5. Create and modify a spreadsheet workbook accurately managing values, rows, cells and columns, formatting sheets and cells, using formulas and functions, transforming data, and importing and converting information from other file types in Sheets as assessed by hands-on spreadsheet projects, class participation, homework, test, or lab exercises.
6. Create and modify a presentation graphics software package effectively working with text and non-text elements, arranging objects, sharing a presentation as assessed by hands-on projects, class participation, presentations, homework, test or lab exercises.

General Education Student Learning Outcomes (if applicable):

Upon completion of this course, the student will be able to:

NJCC Goal Category #4 Technological Competency

- a. Use computer systems and/or other appropriate forms of technology to present information as assessed by software projects, class participation, presentations, homework, tests, and exercises.
- b. Use appropriate forms of technology to identify, collect, and process information as assessed by software projects, class participation, presentations, homework, tests, and exercises.

NJCC Integrated Goals: Ethical Reasoning and Action

Analyze and evaluate computer ethics for computer users as assessed by projects, case studies, presentations, homework, or test.

NJCC Integrated Goals: Information Literacy

Access information effectively and efficiently for a specific purpose on the internet as assessed by projects, class participation, presentations, homework, tests, and lab exercises

Course Outline:

Computer Applications

1: Using Google Drive

- 1.1 Managing files
- 1.2 Creating and managing folders
- 1.3 Locating files
- 1.4 Changing display and settings
- 1.5 Sharing files and folders

2: Using Gmail

- 2.1 Personalizing settings
- 2.2 Managing your inbox
- 2.3 Managing and communicating with contacts
- 2.4 Locating messages
- 2.5 Using Gmail Offline

3: Utilizing a Browser

- 3.1 To identify and address an information need
- 3.2 To access information effectively and efficiently
- 3.3 To evaluate and think critically about information
- 3.4 To use information effectively for a specific purpose
- 3.5 To use information ethically and legally

4: Working in Docs (Word Processing Software)

- 4.1 Setting up pages
- 4.2 Inserting non-text elements
- 4.3 Changing text attributes
- 4.4 Formatting text blocks
- 4.5 Using content management tools
- 4.6 Inserting and editing tables
- 4.7 Collaborating and sharing in Docs

5: Working in Sheets (Spreadsheet Software)

- 5.1 Managing values, rows, cells or columns
- 5.2 Formatting sheets and cells
- 5.3 Inserting non-text elements
- 5.4 Using functions
- 5.5 Managing and transforming data
- 5.6 Collaborating and sharing in Sheets
- 5.7 Importing and converting from other file types

6: Working in Slides (Presentation Software)

- 6.1 Building a presentation
- 6.2 Working with text
- 6.3 Working with non-text elements
- 6.4 Arranging objects
- 6.5 Sharing a presentation

Computer Concepts

- 1:** The Impact of Technology in a Changing World
- 2:** Using the Internet to Make the Most of the Web's Resources
- 3:** Managing a Digital Lifestyle: Media and Ethics
- 4:** Securing Your System: Protecting Your Digital Data and Devices

Course Activities: The course activities will include formal and informal lectures. During lectures new material will be explained and, when relevant, accompanied by a hands-on demonstration by the professor with interactive hands-on computer participation from the students on the lecture material. Students are encouraged to contribute to the discussion and to ask questions about the material. Activities will include using word processing, spreadsheets, presentation software and the Internet to research or do case study analysis to identify an information need, to access and evaluate appropriate resources, and to use the information effectively and ethically for a specific purpose.

Assessment of Student Learning Outcomes:

The student will be evaluated on the degree to which the student learning outcomes are achieved. A variety of methods may be used such as software projects, research projects, exercises, class participation, presentations, homework, tests, and final examination. (There must be some evidence that the learning outcomes have been achieved.)

Grading will be based on the student's performance in the above designated areas. Percentages will be assigned by each individual professor.

A - 90 to 100	NA - Not Attending
B - 80 to 89	XA-Never Attended
C - 70 to 79	W - Withdraw
D - 60 to 69	I - Incomplete
F - Below 60	

Course Materials:

Textbook(s): Information on the text will be provided by the instructor on the first day of class.

Supplemental Materials: Information will be provided by the instructor on the first day of class