

**GOOGLE BASICS  
COURSE CODE: 2704**

**COURSE DESCRIPTION:** The Google Basics course introduces students to basic G Suite tools and applications. Students will focus on collaboration, communication, and productivity through the completion of real world, problem-based activities and projects. In addition, students will apply key critical thinking skills, and practice ethical and appropriate behavior for the responsible use of technology.

**OBJECTIVE:** Given the necessary equipment, supplies, and facilities, the student will complete all of the following core standards successfully.

<b>RECOMMENDED GRADE LEVELS:</b>	7- 8
<b>PREREQUISITE:</b>	N/A
<b>COMPUTER REQUIREMENT:</b>	One computer per student with Internet access
<b>REQUIRED SOFTWARE:</b>	G Suite and additional Google Applications
<b>RESOURCES:</b>	<a href="#">Instructional Materials</a>

**A. SAFETY**

**Proficient professionals know the academic subject matter, including safety as required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in any program of study.**

1. Review school safety policies and procedures.
2. Review classroom safety rules and procedures.
3. Review safety procedures for using equipment in the classroom.
4. Identify major causes of work-related accidents in office environments.
5. Demonstrate safety skills in an office/work environment.

**B. STUDENT ORGANIZATIONS**

**Proficient professionals know the academic subject matter, including professional development, required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in any program of study.**

1. Identify the purpose and goals of a Career and Technology Student Organization (CTSO).
2. Explain the benefits and responsibilities of being a member of a CTSO.
3. List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.
4. Explain how participation in CTSOs can promote lifelong benefits in other professional

and civic organizations.

### C. TECHNOLOGY KNOWLEDGE

**Proficient professionals know the academic subject matter, including the ethical use of technology as needed in their role. The following accountability criteria are considered essential for students in any program of study.**

1. Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.
2. Identify potential abuse, threats and unethical uses of laptops, tablets, computers, and/or networks.
3. Identify the consequences of social, illegal, and unethical uses of technology (e.g., piracy; illegal downloading; cyberbullying; licensing laws; inappropriate uses of software, hardware, and mobile devices in the work environment).
4. Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, documents, video, sounds, music, trademarks, and other elements for personal use.
5. Describe ethical and legal practices of safeguarding the confidentiality of personal information.

### D. SOCIAL AND EMOTIONAL SKILLS

**The student will demonstrate appropriate social and emotional skills as needed in their position. The following accountability criteria are considered essential for students in any program of study.**

1. Demonstrate self-awareness (e.g., independence, self-awareness, and self-advocacy.)
2. Demonstrate creativity (e.g., imaginative, inventive, divergent, and resourceful.)
3. Demonstrate problem solving (e.g., investigator, researcher, and decision maker.)
4. Demonstrate integrity (e.g., equitable, helpful, accountable, and courageous.)
5. Demonstrate motivation (e.g., self-motivated, collaborative, focused, and purposeful.)
6. Demonstrate communication skills (e.g., articulate, persuasive, audience-aware.)
7. Demonstrate information and media literacy (e.g., researcher, analyzer.)
8. Demonstrate career awareness (e.g., proactive, career-minded, career-connected.)

### E. DIGITAL LITERACY

**Proficient professionals demonstrate appropriate digital literacy skills as needed in their role. The following accountability criteria are considered essential for students in any program of study.**

1. Demonstrate keyboarding speed and accuracy on a computing device.
2. Demonstrate proper keyboarding technique when keying letters, numbers, and symbols at a rate of 25-30 words per minute.
3. Collaborate in small groups to create and edit online documents in real time (e.g. multiple users editing one document in a shared online space.)

4. Identify and use appropriate file sharing strategies (e.g., copy and paste, links, e-mail attachments).
5. Produce documents according to industry standards (e.g., citation styles, agendas, financial statements, resumes).
6. Identify and use tabs in a word processing document (i.e., left, right, center, decimal).
7. Identify and use appropriate file compression techniques (e.g., zipping folders and files, image and file compression).

## **F. COMPUTING SYSTEMS**

**Proficient professionals understand computing systems and how they are used as needed in their role. The following accountability criteria are considered essential for students in any program of study.**

1. Determine appropriate hardware, operating systems, and software based upon the needs of users in various career fields (e.g., computing devices used by professional video producers and students differ).
2. Analyze the use of computing to solve relevant problems.

## **G. NETWORKS AND THE INTERNET**

**Proficient professionals understand networks and the internet and how they are used as needed in their role. The following accountability criteria are considered essential for students in any program of study.**

1. Identify and define basic Internet terminology (e.g., World Wide Web, browsers, networks, Internet, intranet, search engine, cloud computing).
2. Describe the uses of the Internet.
3. Identify types of Internet connections.
4. Identify methods to protect data, information, and computing devices across networks.

## **H. IMPACT OF COMPUTING**

**Proficient professionals understand the impact of computing, as needed in their role. The following accountability criteria are considered essential for students in any program of study.**

1. Identify traditional and nontraditional careers that use computer science (e.g., computer science in agriculture, medical, and public safety fields).
2. Identify and describe emerging technologies (e.g., virtual reality, robotics, animation, and gaming).

## **I. GOOGLE SEARCH AND GOOGLE CHROME**

**Proficient Business professionals demonstrate basic skills using Google Search and Google Chrome as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.**

1. Navigate the Web using the Google Chrome browser

2. Add and manage, history, and extensions.
3. Add and organize bookmarks using location, name, and labels.
4. Conduct a basic Google search.
5. Analyze search results page.
6. Filter search results using Google search tools (e.g. images, videos, etc.)
7. Filter image search results by usage rights (select Tools, usage rights).
8. Refine search using Boolean operators and keywords (e.g. \*, “ “, (), or, not, and, etc.)
9. Restrict search to specific file types.
10. Evaluate search results by domain.
11. Use Quick Find features.
12. Explore Google’s non-search features (e.g., Translate, Books).

## **J. GMAIL**

**Proficient Business professionals demonstrate basic skills using Gmail as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.**

1. Explain how email works.
2. Sign up for a Google account.
3. Modify Google account settings, if available.
4. Read and send appropriate email messages, (e.g., netiquette).
5. Send an email message with an attachment.
6. Manage Gmail contacts.
7. Organize messages through the use of Gmail labels.

## **K. GOOGLE CALENDAR**

**Proficient Business professionals demonstrate basic skills using Google Calendar, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.**

1. Create online calendars.
2. Create an event.
3. Create repeating events.
4. Set up event reminders.
5. Change calendar views.

## **L. GOOGLE DRIVE FUNDAMENTALS**

**Proficient Business professionals demonstrate basic skills using Google Drive, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.**

1. Collaborate on Google applications, (e.g., docs, slides, and sheets).
2. Communicate through the use of making and resolving comments.
3. Identify various parts of windows in different applications (Docs, Sheets, Slides)
4. Share or email documents as attachments.

5. Create folders and upload files to Google Drive.
6. Download/print various file types, (e.g., Docs, Slides, Sheets, Word, PowerPoint, Excel, JPEG, PDF, etc.)

## **M. GOOGLE DOCS**

**Proficient Business professionals demonstrate basic skills using Google Docs, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.**

1. Create a word processing document (e.g., business letter, report, and table).
2. Apply various formatting and editing features: fonts, paragraph styles, alignment, bullets/numbering, spell check, and line spacing.
3. Insert and move text and objects (e.g., images, links, headers, and page numbers, comments).
4. Use the research tool from within a document.

## **N. GOOGLE SHEETS**

**Proficient Business professionals demonstrate basic skills using Google Sheets, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.**

1. Create a spreadsheet.
2. Enter text, dates, and numbers into rows and columns.
3. Merge cells vertically and horizontally.
4. Cut, copy, paste, and resize rows and columns.
5. Enter and edit formulas in a cell and/or use the formula bar.
6. Use basic functions, (e.g., AVERAGE, SUM, COUNT, MIN, and MAX).
7. Format cells.
8. Differentiate the different types of data used in Sheets, (e.g., currency, date, time, numbers, text, symbols, etc).
9. Sort and manage data.
10. Create a chart from data in a spreadsheet.

## **O. GOOGLE SLIDES**

**Proficient Business professionals demonstrate basic skills using Google Slides, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.**

1. Create a slideshow.
2. Insert and delete slides.
3. Insert text, images, drawings, videos, tables, and shapes.
4. Add animations to objects and transitions to slides.
5. Format presentation settings.
6. Orally present a slide show demonstrating effective presentation skills.

## **P. GOOGLE EARTH**

**Proficient Business professionals demonstrate basic skills using Google Earth, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.**

1. Experience a virtual field trip and/or sightseeing tour.
2. Locate landmarks using Street View.
3. Access and navigate Google Sky, Google Moon, and Google Mars.

## **Q. GOOGLE MAPS**

**Proficient Business professionals demonstrate basic skills using Google Maps, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.**

1. Map a location using multiple views.
2. Use a map to create directions for various modes of travel.
3. Calculate mileage.
4. Create a custom map.
5. Search for a local business or landmark.

## **R. GOOGLE SITES (OPTIONAL)**

**Proficient Business professionals demonstrate basic skills using Google Sites, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.**

1. Create a content page within a Web site.
2. Insert images, links, and Google Drive files.
3. Embed items on the Google site (e.g., maps, forms, calendars).

## **S. FORMS (OPTIONAL)**

**Proficient Business professionals demonstrate basic skills using Google Forms, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.**

1. Create and customize a form.
2. Distribute a Google form to collect responses.
3. Manage response data.

## **T. YOUTUBE (OPTIONAL)**

**Proficient Business professionals demonstrate basic skills using YouTube, as needed in their role. The following accountability criteria are considered essential for students in any Business program of study.**

1. Subscribe to a teacher-approved YouTube channel.
2. Create a how-to video and upload to YouTube.

[Course Materials and Resources](#)

[Course Academic Standards and Indicators](#)