



Google Applications Course Syllabus and Parent Lesson Planner

Course Orientation:

Description:

In this course, there are 5 modules that cover everything from basic navigation to creating forms, drawing, presentations, and spreadsheets.

- Module 1 goes over the basic layout of Google Drive and shows you how to use some of the tools available.
- Module 2 focuses on Google Docs and how to use it.
- Module 3 shows you how to properly work with Google Sheets.
- Module 4 covers Google Slides and some of its features.
- Module 5 covers Google Forms and teaches you how to create and share forms.

This course, upon completion, will give you the skills necessary to be proficient in Google applications for all college/work purposes.

Course Length:

As an elective course, we recommend one or two modules / week. Therefore, we feel that this course should take approximately 6 weeks to complete all modules/quizzes, and leave time to study, and take, the final exam. (See Lesson Plan below)

Course Pre-Requisites (if applicable):

This course does not require any pre-requisites.

Course Requirements:

Computer/tablet/smart phone – Students must have access to a computer/tablet/smart phone with internet access and an internet browser. Simply STEM has been successfully tested using Internet Explorer, Firefox, Chrome, and Safari. In addition, we have tested many versions of smart phone/tablet browsers as well.



Course Requirements (continued):

Internet Access – Although results may vary, based on connection type and speeds, we have tested our online videos on DSL, Satellite, Cable, and cellular connections. Our courses cannot be download and require internet access to view them.

Course Grading: Simply STEM requires all students to pass a quiz following each module with a score of 80% or higher. The student can retake the module if they aren't able to complete the quiz with a passing score. Typically, module quizzes will be 10 questions long. There is a final exam at the end of each course, which is a compilation of all the module quiz questions. The amount of questions for final exams vary. Students are required to pass the final exam with a passing score of 70% to complete the course. Grades can be viewed by viewing the completed courses in the Course Library or by viewing courses still being taken from the dashboard 'In Progress' tab.

Detailed student transcripts and course reports can be provided to you by simply requesting them from our Simply STEM support team at studentsupport@techknowcoa.com. Please find a list of acceptable file upload types below. If your course requires a different file type or your files will exceed the 250 MB limit, please contact us and we will assist you in setting up a Google Drive folder for project file uploads.

.pdf – Document Format	.jpg – Picture Format
.doc – Document Format	.jpeg – Picture Format
.txt – Document Format	.png – Picture Format
.rtf – Document Format	.gif – Picture Format
.pages – Mac Document Format	.bmp – Picture Format
.wav – Audio Format	.htm – Web Format
.mp3 – Audio Format	.html – Web Format
.xls – Excel Spreadsheet Format	.ppt – PowerPoint Format
.xlsx – Excel Spreadsheet Format	.pptx – PowerPoint Format



.numbers – Mac Spreadsheet Format	.mov – Video Format
.avi – Video Format	.psd – Photoshop Format
.wmv – Video Format	.flv – Video Format
.m4v – Video Format	.key – Software Format
.mp4 – Video Format	.3gp – Multimedia Format
.mpg – Video Format	.mpeg – Video Format

Lesson Plan:

Module 1 – The Basics and Navigation	Week 1
Module 1 – Quiz	Week 1
Module 2 – Getting to Know Google Docs	Week 2
Module 2 – Quiz	Week 2
Module 3 – Google Sheets	Week 3
Module 3 – Quiz	Week 3
Module 3- Assignment	Week 3
Module 4 – Google Slides	Week 4
Module 4 – Quiz	Week 4
Module 4 – Assignment	Week 4
Module 5 – Google Forms	Week 5
Module 5 – Quiz	Week 5
Study for Final Exam	Week 6 – (1-2 Hours)



Final Exam	Week 6 – 1 Hour
------------	-----------------