Course: **Google Workplace Applications**

Instructor: Tom Sousa Toom 321 [sousat@chelmsford.k12.ma.us](mailto:sousat@chelmsford.k12.ma.us)

Materials: ***Learn By Doing: Google Apps***, B&E Publishing

Additional materials posted to Google Classroom

**KNOWLEDGE, SKILLS AND GOALS**:

A college prep level course which meets the needs of our students and is consistent with the 1:1 Chromebook initiative being implemented in the Chelmsford Public Schools. This course will provide step by step screenshot instruction that builds a solid foundation in the Google Apps. Students will create documents, spreadsheets, and presentations. The ability to collaborate and think critically will be essential elements to student success in this course and in the changing workplace. *This course is designed to provide the students with skills and knowledge in word processing concepts and procedures and parallel course* ***CAP 101 Computer Applications*** *from Middlesex Community College*.

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| **Unit** | **Student Outcomes and Topics** |
| **Unit 1 – Google Drive** | Students will learn how to utilize Google Drive to store, organize and easily retrieve their documents and folders |
| **Unit 2 – Google Docs** | Students will become familiar with Google Docs and the tools built into it to create and collaborate on professional documents and reports |
| **Unit 3 – Google Sheets** | Students will create and format spreadsheets |
| **Unit 4 – Google Slides** | Students will learn to use Google Slides to develop presentations that are engaging and informational. The tools built into Google Slides provide the opportunity to include animation, hyperlinks and other multimedia methods to engage an audience. |
| **Unit 5 – Google Forms** | Students will learn how to utilize Google Forms to gather and interpret information. |
| **Unit 6 – Additional Google Apps** | Students will be introduced to *Google Draw*, *Google Sites* and *Google Hangouts* |

**Grading Policies:** Students grades will be calculated based on the following

* In Class Assignments 40%
* Collaboration 40%
* Professionalism 20%

All assignments are to be submitted to the Google Classroom. Assignments are expected on the due date; late work will be accepted but not for full credit.

All Chelmsford High School rules related to attendance, academic honesty and grading are detailed in the student handbook.