



Morton College Course Syllabus

Discipline/Program: OMT **Prepared by:** Catherine Stukel

Dean: Mr. Siddiqi **Date:** Spring 2012

Course Title: Google Applications

Course prefix & number: OMT225

Credit Hours: 3 **Lecture Hours:** 3 **Laboratory/Clinical Hours:** _____
Ratio to Credit Hours _____

Cell phone usage is allowed during the class, but only for in-class assignments or part of the course curriculum.

No phone calls are allowed to be made or taken during the course. You will lose 5% of your overall course grade if your phone rings or distracts the class in any capacity.

No filming or recording of this class is allowed without the express written consent of Morton College Advising/Counseling Department --your instructor must be informed in writing from the school before you record anything.

If you don't have a special need but would like to film or record the class/teacher/topic, you must have the written consent of your instructor.

Prerequisites:

The student must have strong use of the internet and word processing skills.

Catalog Course Description:

Working in Google, the user will work with Gmail; electronic calendaring, sync with cell phone; word processing, spreadsheets, and presentation software; importing and exporting MS Word, Excel and PowerPoint documents.

Instructor Information:

Name:	Catherine Stukel
Office Location:	329b
Hours & Days of Office Hours:	
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Course Objectives/Learning Outcomes:

It is expected that students will spend a minimum of two hours of outside study for each hour in class in order to meet the course objectives.

Course Content Outcomes

1. Navigate a Gmail account and link it thru to the Google applications.
2. Maximize all Google calendaring skills including: linking to cell phones, other users and invitation rights.
3. Navigate the built in word processing program and link back and forth between MS Office and Google applications.
4. Navigate thru the spreadsheet application and link back and forth between MS Office and Google Applications.
5. Navigate thru the presentation application and link back and forth between MS Office and Google Applications.
6. Self monitor on-line Google Application files.
7. Assess Google Earth and Google Chrome.

I. Resources:

A. Required textbook(s)/workbook(s):

None

B. Supplementary texts and materials:

The student must have a cell phone with texting capabilities.

C. Other resources:

II. Instructional Methods: Check the instructional methods utilized to attain the course objectives.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Lecture | <input checked="" type="checkbox"/> Discussion |
| <input checked="" type="checkbox"/> Lecture/demonstration | <input type="checkbox"/> Laboratory |
| <input type="checkbox"/> Clinical lab | <input type="checkbox"/> Independent study |
| <input type="checkbox"/> Internship | <input type="checkbox"/> Small group work |

Other:

Group participation

III. Evaluation: Check the evaluation methods utilized to monitor progress toward attainment of course objectives.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Quizzes | <input checked="" type="checkbox"/> Exams/tests |
| <input type="checkbox"/> Mid-term exam | <input checked="" type="checkbox"/> Skills assessments |
| <input type="checkbox"/> Laboratory reports | <input type="checkbox"/> Journals |
| <input checked="" type="checkbox"/> Projects | <input type="checkbox"/> Clinical progress reports |
| <input checked="" type="checkbox"/> Presentations | <input type="checkbox"/> Written assignments |
| <input type="checkbox"/> Portfolios | |

Other:

IV. Final Evaluation: Check the instructional methods utilized to attain the course objectives.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Final examination (written) | <input checked="" type="checkbox"/> Course projects |
| <input type="checkbox"/> Final examination (oral) | <input type="checkbox"/> Term papers |
| <input type="checkbox"/> Final exam (clinical/laboratory) | <input type="checkbox"/> Portfolio |
| <input type="checkbox"/> Final test (skills) | <input type="checkbox"/> Clinical evaluation |

Other:

V. Grading:

Seven quizzes and one comprehensive final exam.

Each quiz is worth 10%.

The final exam is worth 30%.

VI. Class Requirements/Attendance Policy:

Class Attendance Regulations

The Morton College attendance policy is stated in the “Academic Regulations” section of the College Catalog under the subheading “Class Attendance”. In this course, the following shall apply:

1. Students are expected to be present at every class session, prepared to participate fully in all activities of the class, and to stay until the end of the class session.
2. Definition of an absence as “excused” or “un-excused” shall be at the instructor’s discretion. If the instructor has not been notified before the missed class, an absence will be considered un-excused.
3. Following an excused absence, students are expected to arrange with the instructor for immediate make-up of missed assignments and to acquire the knowledge presented during the missed class sessions(s) through outside reading and study.
4. Attendance is considered in your course grade. More than two un-excused absences may result in a low final course grade. If after three consecutive absences or four non-consecutive absences you do not immediately notify the instructor of your intent to pursue the class, an administrative withdrawal may be filed. However, due to the time limitations in this course, it may not be possible to notify the student or to process a withdrawal. If you do not attend and do not withdraw from the course, you may receive a final grade of E on your report card; and this grade will remain on your transcript and will be used to calculate your Grade Point Average. Do not jeopardize your future job credentials. Please notify your instructor immediately if you cannot attend class for any reason.

VII. Make-ups: Policy and procedures for missed classes, evaluations, etc.

No make up exams/quizzes/tests will be administered for a student who does not have an excused absence for that class period.

- Class work and homework will only be accepted late when the absence is excused.
- Class work and homework will not be accepted if the absence is un-excused

VIII. Safety Guidelines:

The following rules and procedures must be observed at all times for the safety of all students in the class:

1. When the evacuation alarm sounds, pick up your personal belongings and walk quickly to the nearest exit. Follow the directions given by your instructor and observe the emergency evacuation signs posted at the classroom exit(s).
2. Report an accident or injury to the instructor immediately.
3. Smoking is not permitted in any Morton College building.
4. Food and beverages are not permitted in the computer lab.
5. Keep aisles clear of books, coats, and other personal belongings.
6. Do not tip your chair, it can be dangerous.
7. Report damaged equipment to the instructor immediately.
8. Observe and proceed cautiously around electrical wires and connections for equipment.
9. Keep hands, hair, jewelry, and clothing out of equipment.
10. Notify the instructor and the Campus Safety Office if you require assistance in the event of an emergency evacuation.

IX. Student Conduct and Behavior:

Each student is responsible for adhering to the Code of Student Conduct as stated in the college catalog

Course Outline:

Topic

Emphasis

- I. **Topical Outline and Calendar**
- II.

Week 1	Gmail, search, history, foundation of Google
Week 2	Google memes, youtube, people search, google doodle history
Week 3	Calendaring, linking with cell phones, sms messages, invite others to view, sharing calendars
Week 4	Calendaring, linking with cell phones, sms messages, invite others to view, sharing calendars
Week 5	Quiz 1, foundation, history, memes, google doodle and calendaring quiz.
Week 6	Google Word Processing
Week 7	Google Word Processing /exporting/importing from MS Word
Week 8	Google Spreadsheet
Week 9	Google Spreadsheet/exporting/importing from MS Excel
Week 10	Google Presentation
Week 11	Google Presentation/exporting/importing from MS PowerPoint
Week 12	Google Quiz 2, word processing, spreadsheets, presentation software
Week 13	Google Chrome
Week 14	Google Earth
Week 15	Google phone, tv, service
Week 16	Customizing google
Final exam week	Comprehensive Final