



**Class Title:** Red Google Applications, Visual Communication, & Web Design

**Teacher Name:** Rebecca Healy

**Class Day:** Friday

**Class Size:** 15

**Class Cost:** \$70

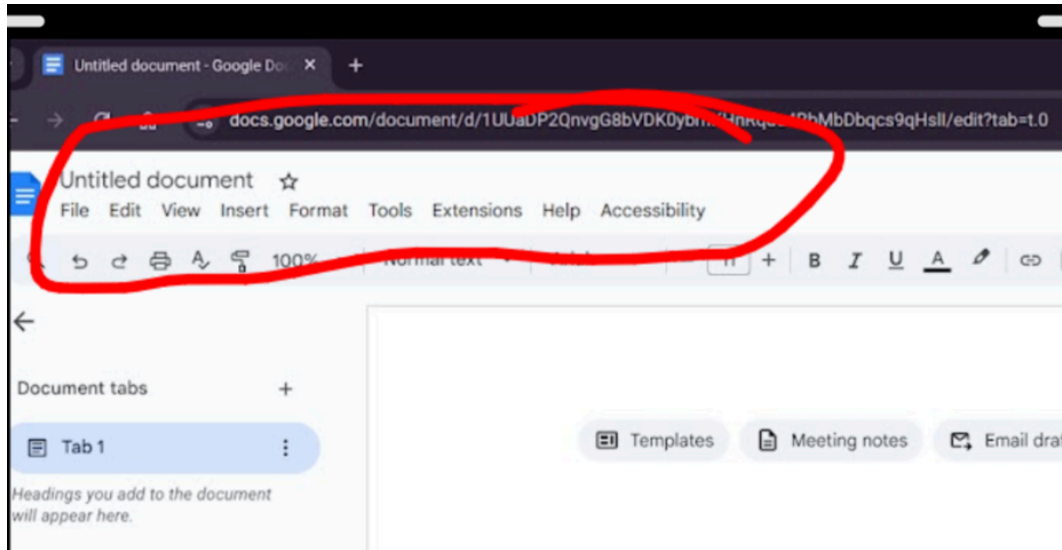
**Class Fee:** \$96

**Ages or color group served:** Red

**What level is this class:** Level 3

**Prerequisites:** \*\*\*Students must have a laptop, chromebook, or device that is verified to be able to access all of the options at the top of a new document, as pictured here.\*\*\*

An Ipad or tablet will not work. Please see the picture below.



Understands basic typing.

All level #3 requirements:

Reads fluently with good pacing and expression

Understands main ideas, inferences, and complex vocabulary

Can summarize and analyse text independently

Need to know how to read and write well

Required Items: Laptop or iPad w/ keyboard and mouse

**Graduation Requirements:** Completion of projects for each unit.

Final grade of 70% or higher.

**Homework Requirements:** Homework time requirement will vary depending on assignments and each individual student's project.

### **Class Description:**

Class will cover

- Google Applications

- Website Design
- Visual Communications
- In addition, students will learn basic computer skills:
  - \*Saving to different areas within their computer
  - \*We will go through every icon on the computer

### Google Applications

Each module includes online learning with hands-on activities using the specific Google application.

In addition, each module will include multi-choice quizzes to assess the student's retention. Worksheets can also be provided to the students, which can be filled out as they progress through the lessons. These worksheets are a handy study guide for the quizzes.

This class will take the kids PAST the basics of the google applications and will take a deep dive into exploring all the technology and features that are offered within each application.

These are the modules that will be included:

### Google Docs

In this unit, students will learn about: the basics of Google Docs; including parts of the screen; views; entering text, special characters, and symbols; font styles and effects; and formatting text.

### Google Sheets

In this module, students will learn about spreadsheets and how to select cells, enter formulas and functions, and how to format data and text.

In this unit, students will learn about: Google Sheets basics such as cells, rows, and columns; entering data; and formatting, clearing, copying, cutting, and pasting cell content. Students will create a full presentation!

## Google Slides Fundamentals / PowerPoints

In this module, students will learn how to add slides, enter text, insert images and drawings, and format objects. Students will also learn how to create effective presentations.

In this unit, students will learn how to: start and show a Google Slides presentation, use layouts, change themes, add text and images, format text, change paragraph alignments, and update the presentation.

## - Google Collaboration Fundamentals

In this module, students learn about collaboration and use Google Applications to share and collaboratively work in files as a class and in teams.

In this unit, students will learn about: why collaboration is important and how Google supports it as they work collaboratively to fill-in information in a shared spreadsheet to create a more detailed research document that is shared with the class, using a link, and reviewed by multiple students.

## Website Design

Web design with real-world application!

We will teach the students how to create a website and they will have the option of creating a business and choosing their website design.

## Visual Communication

Students in this course gain an understanding of the essentials of communicating visually and apply this understanding in context. Students will explore visual theories and key elements and principles of visual design, with an emphasis on color, typography, and layout. Students will learn how to analyze a visual design and will understand the role that visual communications play in today's society.

## LEARNING OUTCOMES

- Upon completion of the course, the student will be able to:
1. Examine basic visual design concepts.
  2. Distinguish how color, type, and layout contribute to communication.
  3. Analyze and evaluate the role of design in visual communications.

### **Week 1:**

Introductions / Expectations

Begin Unit 1:

Google Docs

- In this unit, students will learn about: the basics of Google Docs; including parts of the screen; views; entering text, special characters, and symbols; font styles and effects; and formatting text.
- This module will be English based supporting 5 paragraph essay writing & formatting
  - Extensions will be reviewed, paint formatting, and all functions within the toolbar.

### **Week 2:**

Week 1 continued

### **Week 3:**

Unit 2:

Google Sheets

In this module, students will learn about spreadsheets and how to select cells, enter formulas and functions, and how to format data and text.

In this unit, students will learn about: Google Sheets basics such as cells, rows, and columns; entering data; and formatting, clearing, copying, cutting, and pasting cell content. Students will create a full presentation!

- Google Sheets Tour

- Selecting Cells, Rows, and Columns
- Entering Data in a Spreadsheet
  - Formatting Cells
- Deleting and Clearing Cells

#### **Week 4:**

Week 3 continued

#### **Week 5:**

Unit 3:

Google Slides Fundamentals / PowerPoints

In this module, students will learn how to add slides, enter text, insert images and drawings, and format objects. Students will also learn how to create effective presentations.

In this unit, students will learn how to: start and show a Google Slides presentation, use layouts, change themes, add text and images, format text, change paragraph alignments, and update the presentation.

- Students will create full presentations
  - Getting Started with Google Slides
    - Presentation Basics
- Presentation Themes and Design Sizes
  - Presentation Templates

#### **Week 6:**

Week 5 continued

## **Week 7:**

### **Unit 4:**

#### **Google Collaboration Fundamentals**

In this module, students learn about collaboration and use Google Applications to share and collaboratively work in files as a class and in teams.

In this unit, students will learn about: why collaboration is important and how Google supports it as they work collaboratively to fill-in information in a shared spreadsheet to create a more detailed research document that is shared with the class, using a link, and reviewed by multiple students.

- Introduction to Collaboration
- Working in a Shared Google File
- Creating a Research Document
- Sharing Your Research Document
- Commenting in Shared Documents

## **Week 8:**

Week 4 continued

## **Week 9:**

### **Unit 5:**

#### **Website Design**

Web design with real-world application!

We will teach the students how to create a website and they will have the option of creating a business and choosing their website design.

## **Week 10:**

Week 5 continued

## **Week 11:**

## Unit 6:

### Visual Communication

Students in this course gain an understanding of the essentials of communicating visually and apply this understanding in context. Students will explore visual theories and key elements and principles of visual design, with an emphasis on color, typography, and layout. Students will learn how to analyze a visual design and will understand the role that visual communications play in today's society.

### LEARNING OUTCOMES

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

1. Examine basic visual design concepts.
2. Distinguish how color, type, and layout contribute to communication.
3. Analyze and evaluate the role of design in visual communications.

### **Week 12:**

Complete Unit 6

Class presentations

Party