

Purpose of This Guide

This course guide provides:

- A course description
- Ways to get help
- An explanation of the Google Applications course framework
- Estimated curriculum hours for every module in the course template

Google Applications

The **Google Applications** course template is designed to help students learn the basic computer application skills they need for success in academics and careers. The course is geared towards students with some computer experience who need to expand their skills with Google Applications.

Students learn through a variety of hands-on projects and multimedia eLearning lessons. Projects are specifically designed for students in 6th, 7th and 8th grades and can be modified for younger or older students. Course content has been designed to support educational standards from many states and the Common Core State Standards.

This course can be combined with other AES courses, depending on the number of course hours available. Many teachers include content from the Digital Literacy and Career Readiness templates. Others include content from our Introduction to Business course template, including Marketing, Accounting, Management, Economics, Business Law, and Entrepreneurship.

Getting Help

An important aspect to your success is getting the proper support when you need it. Applied Educational Systems has over 30 years of experience providing classroom resources to teachers and students. Throughout this time, we have taken great pride in our top-notch customer service. We can help you get start and be successful in several ways:

- **AES Learning Center** – The AES Learning Center is a library of resources to help you save time in your classroom and use AES in the way that best suits you and your students. The library is easy to search and is frequently updated.
- **AES Support** – Use our live chat, email, or telephone support if you have questions.
- **AES Educator Community on Facebook** – The AES Educator Community is a place for AES users to ask questions, discuss teaching strategies, share resources and support each other. If you want to collaborate with other AES teachers, this is the place for you!
- **Email Newsletter** – We have a newsletter for all AES Customers to help keep you informed about updates.

Course Framework

The core content covers Google Docs, Sheets and Slides. For each of these applications there are two levels:

- **Essentials** – Essentials modules are for students with no or very little experience in the Google applications. Students learn the essential skills needed to get started with each application by watching multimedia presentations and completing short application assignments. At the end of each Essentials module students can work on a Reinforce project which strengthen concepts learned in the module. These projects are more challenging because very little step-by-step instructions are given to the student. After finishing the Essentials modules, students will be ready to work on the Fundamentals modules.
- **Fundamentals** – In the Fundamentals modules, students learn more features about each of the applications by watching multimedia presentations and completing assignments. Like the Essentials modules, a Reinforce project is provided at the end of each module. After completing the Fundamentals modules, students should be able to create documents and demonstrate basic skills in each of the primary applications.

The course also has additional content in the following areas:

- **Getting Started with Google Applications** – This module gives students an overview of Google Docs, Sheets, and Slides. Students will practice opening and downloading files, saving files, and exploring Google Help. This module should be done prior to starting the Essential modules.
- **Other Modules** – Additional modules are available that introduce students to Google Forms and allows students to use the collaboration features of Google applications.

Curriculum Hours

The following table is provided for you to easily identify the number of estimated curriculum hours for each module.

NOTE:

- A “curriculum hour” is equal to approximately 45-50 minutes.
- Your times may vary depending on the age and experience of the learner.
- Learn & Practice hours include 1 curriculum hour of eLearning per unit and 1 curriculum hour for the Module Test, unless otherwise noted.
- The times listed are for non-customized modules.

Module Description	Learn & Practice Hours	Reinforce Project Hours
<p>Getting Started with Google Applications This module provides an overview of Google Docs, Sheets, and Slides. Including as exploration of the common user interface and help features. Also, included is an overview of Google Drive. Students complete 4 lessons and take 1 quiz and 1 module test.</p>	3	--
<p>Google Docs 1: Essentials This module provides an overview of the basics of Google Docs, including opening and saving files, entering, and formatting text, and using editing and review tools. Students complete 6 lessons and take 2 quizzes and 1 module test.</p>	4	2 – Getting an Autograph
<p>Google Docs 2: Fundamentals This module provides a more in-depth look at Google Docs, including how to format lists, paragraphs, and documents, how to create tables, and how to format and cite sources using MLA. Students complete 9 lessons and take 3 quizzes and 1 module test.</p>	5	4 – Who is This Person
<p>Google Sheets 1: Essentials This module provides an overview of the essentials of Google Sheets, including rows and columns, selecting cells, entering formulas and functions, and formatting data and text. Students complete 10 lessons and take 2 quizzes and 1 module test.</p>	5.5	2 – Show Me the Money
<p>Google Sheets 2: Fundamentals This module provides more information and activities with Google Sheets, involving relative and absolute cell references, functions, and spreadsheet formatting. Students complete 5 lessons and take 2 quizzes and 1 module test.</p>	8	3 – Age is Only a Number

Module Description	Learn & Practice Hours	Reinforce Project Hours
<p>Google Slides 1: Essentials This module provides an overview of Google Slides including themes, templates, and adding text and images to a presentation. Students complete 7 lessons and take 2 quizzes and 1 module test.</p>	5	2 – Making a Trading Card
<p>Google Slides 2: Fundamentals This module provides a more information about Google Slides, including creating effective presentations, masking images, and defining hyperlinks. Students complete 9 lessons and take 3 quizzes and 1 module test.</p>	7	2 – Show and Tell
<p>Google Collaboration Students will learn how to use the collaboration features of Google Applications to work together on a project. Students complete 8 lessons and take 2 quizzes and 1 module test.</p>	7	--
<p>Google Forms This module introduces Google Forms including creating and using forms and analyzing form responses. Students complete 9 lessons and take 2 quizzes and 1 module test.</p>	6	--