

Glendale College

Course Outline of Record Report

Course ID 010552
Cyclical Review - April 2025

STV72 : Google Workspace Fundamentals

General Information

Author:	<ul style="list-style-type: none"> Kimberli Perner Dilucchio, Jane
Attachments:	DE Addendum_STV_072_COR_4:9:2025_CoDE_5:27:25.pdf
Course Code (CB01) :	STV72
Course Title (CB02) :	Google Workspace Fundamentals
Department:	STV
Proposal Start:	Spring 2026
TOP Code (CB03) :	(0799.00) Other Information Technology
CIP Code:	(11.9999) Computer and Information Sciences and Support Services, Other.
SAM Code (CB09) :	C - Clearly Occupational
Distance Education Approved:	Yes
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000632063
Curriculum Committee Approval Date:	04/09/2025
Board of Trustees Approval Date:	06/17/2025
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 72 introduces students to using and configuring a Google account, security settings, Gmail, Google Calendar, Google Voice, Google Drive, Google Docs, Google Sheets, and Google Forms. Students create a Google account, change account settings, use all features available in Gmail, create calendars and appointments in Google Calendar, create a forwarding telephone number service in Google Voice, and create a channel as well as content in Google's YouTube. Lecture 32 hours. Note: This course is Pass/No Pass only.
Justification:	Content Change
Academic Career:	<ul style="list-style-type: none"> Noncredit
Mode of Delivery:	<ul style="list-style-type: none"> In-Person Remote Hybrid
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"> Vocational (short-term): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

Program Status

Course Program Status (CB24)

Associated Program

Award Type

Active

Account Clerk II

Certificate of Completion

Fall 2026

Digital Office Assistant Certificate Program (In Development)

Certificate of Completion

Spring 2026

General Office Assistant II

Certificate of Completion

Fall 2026

Google Workspace Certificate

Certificate of Completion

Summer 2024 to Fall 2026

Google Workspace Certificate

Certificate of Completion

Fall 2026

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	32
Total Course Out-of-Class Hours	0
Total Student Learning Hours	32

Credit / Non-Credit Options

Course Type (CB04) Non-Credit	Noncredit Course Category (CB22) Workforce Preparation.	Noncredit Special Characteristics No Value
Course Classification Code (CB11) Workforce Preparation Enhanced Funding. <input type="checkbox"/> Variable Credit Course	Funding Agency Category (CB23) Not Applicable.	<input type="checkbox"/> Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	32	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	32
Laboratory	0
Studio	0
Total	32
Course Out-of-Class Hours	
Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation**Advisory**

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

AND**Advisory**

STV140 - Internet

Entry Standards

Entry Standards	Description
No value	No value

Course Limitations

Cross Listed or Equivalent Course	Description
No value	No value

Requisite Validation**Upload Statistical Validation and/or other documents (if necessary)**

No Value

Specifications				
Methods of Instruction				
Methods of Instruction		Lecture		
Methods of Instruction		Laboratory		
Methods of Instruction		Discussion		
Methods of Instruction		Demonstrations		
Out of Class Assignments				
N/A				
Methods of Evaluation		Description of Activity/Interaction		
Evaluation		Project based evaluation (need example)		
Exam/Quiz/Test		Multiple-choice quizzes		
Exam/Quiz/Test		Comprehensive final test		
Textbook Rationale				
No Value				
Textbooks				
Author	Title	Publisher	Date	ISBN
James Bernstein	Google Apps Made Easy: Learn to Work in the Cloud	Create Space Independent Publisher	2019	9781798114995
Other Instructional Materials (i.e. OER, handouts)				
No Value				

Learning Outcomes

Course Objectives

Demonstrate a basic understanding of Google Accounts and uses.

Use Gmail to read, search and send email with attachments.

Use Gmail for email applications such as Outlook.

Apply use of security options in Google.

Generate a Google Voice and YouTube account.

Create and share Google Calendars.

SLOs

Develop content using a variety of basic Google applications.

Expected Outcome Performance: 70.0

STV
Google Workspace Certificate

Complete common workplace activities using cloud-based tools to create and share documents, spreadsheets, presentations, and files.

Prepare for entry level employment in office technology through proficiency in Google Workspace cloud computing.

ILOs
Core ILOs

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

STV
General Front Office Clerk II
Certificate

Operate a variety of business software to create business correspondence, reports, and other related documents.

STV
General Front Office Clerk III
Certificate

Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Search, create, and organize Gmail workspace.

Expected Outcome Performance: 70.0

Create and secure a Google account for business and personal use.

Expected Outcome Performance: 70.0

ILOs
Core ILOs

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

STV
General Front Office Clerk II
Certificate

Operate a variety of business software to create business correspondence, reports, and other related documents.

STV General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.
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Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Introduction (4 hours)

- Introduction to Google Services and Overview Google Suite for business and separate services offered apart from Google Suite for business.
- Setting up a Google Account
- Using the Google Dashboard
- Security and setting up 2-factor authentication
- Using Google Security to check account status and logins
- Costs of using Google Services

Gmail (8 hours)

- Receiving email with Gmail, and read vs. unread messages
- Searching for specific emails with advanced search functions such as label", "from;", "to; using dates, labels, and phrases
- Sending Gmail
 - single and multiple recipients; CC and BCC
 - maximum attachment sizes, multiple attachments, and compressing files for attaching to Gmail
- Organizing email with custom labels
- Creating alias email addresses in Gmail
- Creating individual contacts
- Creating mailing lists of customers
- Configuring Gmail to use with Outlook 365

Google Calendar (8 hours)

- Creating recurring and non-recurring appointments
- Creating calendars
- Grouping and naming calendars
- Sharing calendars
- Sharing your own calendar and using permissions
- Viewing shared calendars
- Synchronizing phone with app

Google Voice (4 hours)

- Getting a Google Voice number
- Forwarding Google Voice to another telephone
- Texting and messaging through Google Voice
- Creating outgoing messages
- Receiving and checking voicemail and using VM transcription service

YouTube (4 hours)

- Searching YouTube
- Creating a channel
- Uploading and editing a video

Miscellaneous, New and Changing Google Services (4 hours)

- Google Keep
- Google Meet
- New developments in Google services

Total hours: 32**Additional Information****Repeatability**

Repeatability

Justification (if repeatable was chosen above)

Non-credit courses

Is it possible this course will have a material fee?

No

I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liaisons>):

No

What term(s) will this course be offered?

Fall/Winter/Spring/Summer

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value