Google Apps for Personal Productivity

CA92B

“Cloud computing is the use of computing resources which are available in a remote location and accessible over the Internet. End users access cloud-based applications through a web browser or a light-weight desktop or mobile app while the business software and user's data are stored on servers at a remote location.”

Did you know that Google offers an office productivity suite online? Did you know that you can access these tools anytime, anywhere, and on any computer that has access to the Internet? Did you know these tools are Free?

CA092B provides an introduction to Google Drive. You’ll learn to use GMail, Google Calendar, Docs, Spreadsheet, Chrome and Presenter to achieve personal and professional productivity goals. You’ll also identify opportunities to utilize these tools to communicate and collaborate with colleagues in “real-time” in the workplace.

Registration Information

Course Information: Google Apps for Personal Productivity
Course Section Number: CA*092B*29613

Description: Advisory: Eligibility for ENGL 001A and READ 053, CA 010A or CA 037A. This course introduces students to Google Drive and Google applications. Students learn to use GMail, Google Calendar, Document, Spreadsheet, Chrome and Presenter to achieve personal and professional productivity goals. Students also identify opportunities to utilize Google apps to communicate and collaborate within a virtual-social network. Pass/No Pass Option. Credits 2.00 CEUs

Start Date: 15 October 2013
End Date: 14 December 2013

Learn more about Google Drive at: http://www.google.com/drive/about.html