

AOS 115 : Google Workspace

Credits 3

Quarter Offered Winter

Learn how to use Google Workspace (formerly G-Suite), a cloud-based collaboration application for business. Use business email, video conferencing, cloud storage, and file sharing. Collaborate with Google Docs, Sheets, and Slides, Google Calendar, store files in Google Drive. This class may include students from multiple sections.

Course Outcomes

- Create and edit web-based documents
- Set up a business email
- Schedule appointments and events
- Create and collaborate with online spreadsheets
- Create online presentations
- Store, access, and share files online
- Create and share online forms and surveys
- Create a business website