

All Things Google

For Elementary Administrative Assistants

This course is designed for Elementary Administrative Assistants to learn about the G Suite for Education. The G Suite for Education (formerly called Google Apps for Education) core services are the heart of Google's educational offering to schools. The courses offered will be:

Gmail and Calendar	Google Docs
Chrome and Drive	Google Sheets and Forms

All courses are taught at the ASB in the Computer Lab - 7905 South Redwood Road Sign up for courses in JPLS (Jordan Professional Learning System)

Course Name	JPLS	Dates	Time
Google Mail and Calendar	114855	February 23, 2017	9:00 am - 11:00 am
Google Mail and Calendar	114865	February 23, 2017	1:00 pm - 3:00 pm
Google Chrome and Drive	114856	March 10, 2017	9:00 am - 11:00 am
Google Chrome and Drive	114864	March 10, 2017	1:00 pm - 3:00 pm
Google Docs	114857	March 21, 2017	9:00 am - 11:00 am
Google Docs	114863	March 21, 2017	1:00 pm - 3:00 pm
Google Sheets and Forms	114858	April 5, 2017	9:00 am - 11:00 am
Google Sheets and Forms	114862	April 5, 2017	1:00 pm - 3:00 pm

For more information contact
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