Google Apps Boot Camp

COURSE INFORMATION

Description
Google Apps Boot Camp is a condensed offering of all Google Apps classes offered at SLU: email, calendar, documents, forms, spreadsheets, and sites. Participants register for each individual session they wish to attend. Attendance at all sessions is encouraged but not required. Individual sessions are also offered each semester.

Intended Audience
All staff and faculty

Pre-requisites
None

Offered
Bi-annually

Schedule

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Day 2</th>
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<tbody>
<tr>
<td>9am-10am</td>
<td>Google Email</td>
</tr>
<tr>
<td>10am-11am</td>
<td>Google Calendar</td>
</tr>
<tr>
<td>11am-12pm</td>
<td>Google Documents</td>
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REGISTRATION

SLU faculty and staff may view the current schedule and class locations and register for Instructor Led Training (ILT) classes through SkillSoft located in the Tools section of MySLU. If you are new to SkillSoft, please visit: http://goo.gl/2XMKWQ

IF YOU LIKE THIS, YOU MAY ALSO LIKE...

Online Courses*
- Business Writing: Editing and Proofreading
- Using E-mail and Instant Messaging Effectively

Videos*
- Email Etiquette Series (42 minutes)

Other ILT
- See individual ILT Courses on Google Apps listed above

*Available in SkillSoft

Check out what other courses people are talking about in the Skillsoft SLU Community by clicking on “Visit SLU Community” in the Skillsoft tool bar.

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Human Resources

Last Updated March, 2015