

# Adult Education: Google 101

## Course Description:

To provide an understanding and working use of Google Docs and other Google Applications. Get to know the free Google workspace and what resources it offers for work and or personal life.

## Instructor

Name: Michele Vulcano

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## Materials Needed

None

## Course Length

- 6 Weeks
  - One class per week.
  - Two hours per class.

## Course Time & Date

- Time: TBA
  - Not to exceed an end time of 8 pm
- Monday Evening
  - April 25, May 2, May 9, May 16, May 23, and June 6, 2022.

## Content Covered

Google Docs

Google Forms

Google Sheets

Google Drive

Google Email

Google Sites

Google Calendar

Google Searching

Google Slides

*Tips on how to protect your digital footprint against internet scams and email data hacks.*

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## Note From The Instructor

*Hello! I'm excited to instruct an adult ed class. I am a Google certified educator and have held training sessions for students and adults in computer concepts and business principles for over ten years. I'm in my fifth year teaching computer science at the high school level. It is my belief that when you are comfortable with the concepts of basic computer applications, programming, and/or computer science, the possibilities of what you can achieve are endless. This is going to be an amazing class and I can't wait to see what you will achieve. Please feel free to email me if you have any questions about the course or its content.*

*Michele Vulcano*