



London Borough of Hounslow

Hounslow Adult & Community Education Course Information Sheet

Course Title	Course Code	Day/s	Time	Start Date	End Date
Google Office Skills (Basics)	MZ235PGA	Tues, Thurs	6 pm - 8 pm	22/9/2020	22/10/2020

This course is for learners looking to acquire basic office skills required in the workplace. It is also suitable for basic users of Microsoft Office looking to move or gain experience using the G-Suite.

The G-Suite is a collection of cloud based applications developed by Google. It is free to use by consumers and it is compatible with any Internet connected device. If you are a student this course is also beneficial for you as many educational institutions are subscribed to the G-Suite.

You will learn how to type, edit and format word documents with Google Docs; how to make simple tables, bar charts and pie charts with Google Sheets and basic presentations with Google Slides. You will use Google Drive to store and organise your documents into folders. You will become familiar with the keyboard layout and learn its correct use for more efficient and faster typing. You will also learn how to create, send and receive emails with the Gmail application.

Please note the course will be taught with the Google Suite. We offer a separate course for Microsoft Office Skills.

You will track your progress by accessing your online learning plan (ILP), at the start and at the end of the course. You will respond to questions and feedback in the Google Classroom.

By the end of the course you will be able to:

- Create documents, spreadsheets and presentations with Google docs.
- Create, organise and manage files and folders in Google Drive.
- Compose, send, receive and organise emails with Gmail.
- Be familiar with the keyboard layout and have basic typing skills.

What is required to attend the course?

- Have basic digital skills to access and navigate the Internet. No office skills required but some basic experience using Microsoft Office would be an advantage.

Technical Requirements for our Online Courses:

- Access to the internet with camera and microphone.
- You must know how to independently access Google Suite Apps - access to a Chrome Browser or Download Phone Apps to access Google Meet, Google Classroom and Google Docs.

Link to download Chrome: <https://www.google.com/chrome/>

- A **hace.ac.uk** account – which will be created after enrolment if you do not have one. You will be sent the Log in Details to this NEW Gmail account the next day (initial password: Hounslow1).
- You must check your hace.ac.uk regularly and accept the invite to Join the Google Classroom a day before your class starts.

This course might be free/discounted for you please check your eligibility here:

- <https://www.hace.ac.uk/courses>

After this course you will be able to:

- Enrol onto the Google Office Skills advanced course

Who can I contact for further information?

- For employment support, please visit <http://www.hace.ac.uk/employment-support>
- For more information please call 0208 583 6000