

Course Information Sheet

Google Drive



DE06E51A

Venue 📍 Plymouth Central Library	Start Date	8 Nov 2024 09:30
	End Date	22 Nov 2024 12:00
	Fee	£0
	Materials	£0

[OCSW DE06E51A Google Drive \(oncoursesouthwest.co.uk\)](#)

Master Google Drive in 3 weeks! Learn to store, share & collaborate effectively with this essential cloud-based tool. A great tool for job searching and up-skilling in your present job or to assist with planning.

Course Description:

Upgrade your productivity with Google Drive! This 3-week course equips you with the skills to confidently navigate Google Drive. Learn how to store and manage all your files securely online, collaborate seamlessly with colleagues, and leverage the power of Google Docs, Sheets, Slides and more! This course is perfect for anyone who wants to streamline their workflow and work smarter, not harder.

What will I learn?

- **Week 1: Getting Started with Google Drive:** Uploading & organising files, creating folders, navigating the interface.
- **Week 2: Collaboration Powerhouse:** Sharing & managing permissions, real-time co-editing with Google Docs, Sheets & Slides.
- **Week 3: Advanced Features & Offline Access:** Utilising Google Drive apps, file version history, working offline & syncing seamlessly.

How will I be assessed?

- **Formative:** Quizzes & practical exercises throughout the course to solidify your learning.
- **Summative:** Final project demonstrating your ability to manage & collaborate using Google Drive.

Who is this course for?

This course is designed for anyone who wants to improve their digital skills and leverage the power of cloud storage. Whether you're a student, professional, or simply looking to organise your personal files more effectively, this course is for you!

Progression Opportunities:

After completing this course, you could progress to more advanced Google Workspace training, focusing on specific applications like Google Docs or Sheets. Several online tutorials and certifications are available to further enhance your skills.

Career or Job Enhancement Pathways:

- **Administrative Assistant:** Enhance your ability to manage and share documents efficiently.
- **Project Manager:** Improve team collaboration and project tracking with Google Drive features.
- **Virtual Assistant:** Provide top-notch remote document management and collaboration support.
- **Freelancer:** Work effectively with clients and manage projects seamlessly using Google Drive.

How do I enrol?

The quickest way to enrol is online at www.oncoursesouthwest.co.uk, simply create an account and select 'Enrol now'. Alternatively, if you have any questions, please call our friendly customer service team on 01752 660713.

How will the course be delivered?

This is a practical course, and the sessions will include tutor-led demonstrations, learner-led group activities, instruction and repetition. These will form part of the delivery together with one-to-one support as required.

Will I need to practise outside the classroom?

You will be encouraged to review your notes between lessons to ensure maximum benefit from your course. It is always useful to practise your skills between sessions. Your tutor may encourage home learning, or independent research.

How will I know I'm making progress?

During the first session, your tutor will discuss your goals and current level in relation to the course. Based on this assessment, you will agree individual targets which you will record in your individual learning plan (ILP). You and your tutor will review your targets regularly to ensure that you are making progress; these will be written in your individual learning plan.

What will I need?

Please bring a notepad, and pen to each session. You may wish to bring a file for any handouts. A laptop with internet access is required for completion of coursework and home learning outside of the classroom.

Please note:

Most courses attract a subsidy from the Education and Skills Funding Agency (ESFA). It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.

Terms and conditions are available at

<https://www.onsouthwest.co.uk/learner-information/essential-information-for-every-learner>

Room numbers are subject to change - please check when you arrive at the venue.

