

# Course Information Sheet

## Google Workspace Beginners



**DH06E12B**

<b>Venue</b> 📍 Hyde Park House	<b>Start Date</b>	16 Sept 2024 13:00
	<b>End Date</b>	21 Oct 2024 15:30
	<b>Fee</b>	No Fee
	<b>Materials</b>	£0

[OCSW DH06E12B Google Workspace Beginners \(oncoursesouthwest.co.uk\)](https://oncoursesouthwest.co.uk)

Master the essential Google Workspace tools to boost your productivity and collaboration skills in this beginner-friendly 6-week course.

### Course Description:

Feeling overwhelmed by email overload or struggling to collaborate effectively with colleagues? This Google Workspace Beginners course is designed to equip you with the fundamental skills you need to thrive in the digital workplace. Over six weeks, you'll gain hands-on experience with Gmail, Drive, Docs, Sheets, Slides, and more. Learn how to manage your inbox efficiently, organise your files seamlessly, create professional documents and presentations, and collaborate with your team in real-time.

### What will I learn?

- **Week 1:** Introduction to Google Workspace - Understand the core functionalities and benefits of Google Workspace.
- **Week 2:** Mastering Gmail - Organise your inbox with labels, filters, and advanced search techniques.
- **Week 3:** Conquering Google Drive - Discover efficient file storage, organisation, and sharing strategies.
- **Week 4:** Docs & Sheets 101 - Create, edit, and collaborate on documents and spreadsheets.
- **Week 5:** Presentation Power with Slides - Design impactful presentations with layouts, themes, and transitions.
- **Week 6:** Collaboration & Beyond - Explore advanced features like Forms, Meet, and integrate Workspace with your workflow.

### **How will I be assessed?**

- **Formative assessment:** Weekly quizzes and practical exercises to reinforce learning.
- **Summative assessment:** Final project demonstrating the use of key Google Workspace tools for a specific scenario.

### **Who is this course for?**

This course is ideal for anyone who wants to:

- Improve their productivity and email management skills.
- Learn how to collaborate effectively with colleagues on documents and projects.
- Gain a solid foundation in using Google Workspace applications.

### **Target Audience:**

- Individuals new to Google Workspace.
- Professionals seeking to enhance their digital skills.
- Students transitioning to the workplace.

### **Progression Opportunities:**

After completing this course, you can:

- Enrol in advanced Google Workspace training to master specific applications.
- Explore online learning platforms like Coursera: <https://www.coursera.org/> or edX: <https://www.edx.org/> for further Google Workspace specialisations.
- Consider certifications like the Google Cloud Certified Professional Cloud Architect.

### **Career or Job Enhancement Pathways:**

This course can be a stepping stone towards careers like:

- Administrative Assistant
- Project Manager
- Marketing Specialist
- Social Media Manager
- Customer Service Representative

**How do I enrol?**

The quickest way to enrol is online at [www.oucoursesouthwest.co.uk](http://www.oucoursesouthwest.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.oucoursesouthwest.co.uk/learner-information/essential-information-for-every-learner>

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

