# "Google Apps for Users"
## *(Three-Day Crash Course)*

## Overview
More and more individuals and organizations in Bhutan are using Google Apps. Google Apps is an office productivity suite in the "cloud", which allows collaborative editing and sharing of documents and other resources. The suite includes Gmail, documents, spreadsheets, calendar, and more. In this hands-on crash course, participants learn how to use various features of Google Apps. This crash course is suitable for those interested in using Google Apps for personal or organizational use.

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| **Topics** | **Resources** |
| - Why Google Apps? <br> - E-Mail <br> - Google Drive <br> - Documents <br> - Spreadsheets <br> - Presentations <br> - Calendar <br> - Online forms | This course makes extensive use of the **Internet**. Participants are expected to use their own laptops. <br><br> **Schedule** <br> 09:30 - 11:00 Session I <br> 11:00 - 11:30 Tea Break <br> 11:30 - 13:00 Session II <br> 13:00 - 13:30 Lunch Break <br> 13:30 - 15:00 Session III <br> 15:00 - 15:30 Tea Break <br> 15:30 - 16:30 Session IV |
| **Target Audience** <br> 1. Members of organizations already using Google Apps, or those wishing to try Google Apps <br> 2. Individuals interested in learning how to use Google Apps | **Duration** <br> 3 days |
| **Class size** <br> 10-15 participants | |

## Instructors

**Major (Ret'd)**  Boaz Shmueli, B.Sc., is faculty at Rigsum Institute. He has more than 30 years of IT-related experience. Mr. Shmueli writes the bi-weekly tech column in Kuensel's K2 magazine, and blogs at www.thimphutech.com.

**Dr. Galit Shmueli** is the SRITNE Chaired Professor of Data Analytics  and Associate Professor of Statistics and Information Systems at the Indian School of Business. She teaches graduate courses on data analysis, data mining, forecasting, and related topics at the Indian School of Business and online at Statistics.com. Prof Shmueli authors several books including *Data Mining for Business Intelligence*.

## Further Information
To schedule this Crash Course, kindly contact info@rigsum-it.com.