

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Course Number: CMPA-130 Department: Information Technologies

Course Title: Intro. to Google Apps Semester: Spring Year: 2010

Course Objective	Competencies
To use Google Web Search.	<ol style="list-style-type: none">1. Conduct basic and advanced searches.2. Search the Web for images.
To use Google Search Tools	<ol style="list-style-type: none">1. Search the Google Directory2. Search for people, scholarly information, books and publications, news articles, videos, locations and directions, and words.3. Find constants and conversions.
To use Gmail.	<ol style="list-style-type: none">1. Sign up for a Gmail account2. Read and send email message.3. Manage messages and Gmail contacts.
To use Google calendar.	<ol style="list-style-type: none">1. Create a new calendar.2. Add new events.

Course Objective	Competencies
To use Google Docs, Spreadsheets, and Presentation.	<ol style="list-style-type: none">1. Create documents, tables, spreadsheets, and presentations.2. Enter and edit text and data.3. Format text and numbers.4. Insert links and comments.5. Work with ranges, formulas, functions, and gadgets.6. Add images, charts, and animations.7. Share and collaborate documents, spreadsheets, and presentations.