

# Tempus Nova's Course Catalog

Tempus Nova has developed an extensive set of training courses to meet all your Google Apps Training needs. We offer these classes in multiple formats and the training can be translated into different languages as necessary. We can also customize any of these courses to meet your company's training goals. Additionally, Tempus Nova is a Google Certified Training organizations and all of our classes are taught by a Google Certified Educator. *Note: Approximate times in each description does not include additional time for setup and prep.*



**Understanding & Applying Google Mail** is designed to provide new Google users with the basic and advanced features available within their GMail account while also engaging the experienced personal GMail user by exposing them to new and advanced features. The class includes an overview of Gmail interface and navigation, composing messages, conversation threads, message organization, Stars, Labels and Filters, basic and advanced searches, Contacts, Hangouts and detailed review of the Settings menu including Labs and Offline Access (~1.5 hours).



**Understanding & Applying Google Calendar** provides new Google users with both the basic and advanced features available within Google Calendar while demonstrating the ability to share and create new events and calendars. The class includes an overview of Google Calendar interface, detailed review of the Settings menu, calendar sharing, notifications, declined events, custom views, creating and populating events, scheduling meetings, repeating meetings, adding guests, checking resource availability (free/busy time), reserving conference rooms, all day events, creating team calendars, overlaying calendars, adding public calendars and utilizing Google Tasks & Reminders (~1.5 hours).



**Basic Features of Google Mail & Calendar** is a condensed Google Mail and Calendar course designed to provide new Google users, who have little time to dedicate to training, with an understanding of the basic features available within their email and calendar applications. It is recommended that additional courses are taken once the user has had time to apply what they have learned (~1 hour).



**Advanced Features of Google Mail & Calendar** is a condensed Google Mail and Calendar course designed to provide experienced Google users with the advanced features available within Google Mail and Calendar to accomplish tasks in their everyday work environment (~1 hour).



**Introduction to Google Drive** is designed to provide new Google users with the basic features available within Google Drive while demonstrating the power of real time collaboration. The class includes an overview of creating and organizing Google Docs, Sheets and Slides, uploading existing artifacts to Drive, two way conversion, shared folders, streamlined collaboration, permissions, and following workflow in the activity list (~1 hour).



**Collaborating with Google Docs** provides new Google users with both the basic and advanced features available within Google Docs while demonstrating the power of real time collaboration, research tools, inserting links and bookmarks, translating text and more customization. Recommend prerequisite for this training class is Introduction to Google Drive (~1 hour).



**Evaluating with Google Sheets** is designed to provide new Google users with the basic features of Google Sheets while demonstrating the power of real time collaboration. The class includes an overview of utilizing worksheets, basic formulas, conditional formatting, protecting sheets and ranges, revision history, creating filtered views, and a basic overview of the Chart Editor (~1 hour).



**Graphing with Google Charts** is an overview designed to provide new Google users with an in depth understanding of Charts within Google Sheets while demonstrating the best use of charts for specific data. Recommend prerequisites for this training class are Introduction to Google Drive and Evaluating with Google Sheets (~45 minutes).



**Advanced Google Sheets** provides Google users with advanced features available within Google Sheets. Learn ways to boost productivity, implement data validation and protect spreadsheets. Explore how to visualize your data with pivot tables and advanced charting, reference data between separate spreadsheets and perform advanced query and database functions. Recommended prerequisites for this training class are Introduction to Google Drive and Evaluating with Google Sheets (~2 hours).



**Google Apps Scripts** allows users to increase the power of their favorite Google applications such as Calendar, Docs, Drive, Gmail, and Sheets. Apps Script enables users to create macros, schedule or automate tasks, and do more with Google on a JavaScript platform in the cloud. Apps Script is a scripting, programming language included with Google Apps that provides the ability to programmatically create and modify documents, spreadsheets, Google Sites, and a whole range of objects in Google Apps. The class also includes an overview of the new Google Add-ons to empower organizations. From the basics to the advanced to real-world examples, this class will unlock the true power of automation and computing in the cloud. Recommended prerequisite for this training class is Advanced Google Sheets (~4 hours).



**Collecting & Analyzing Data with Google Forms** walks users through creating a survey or questionnaire in Google Forms. The overview will provide new Google users with an in depth understanding of Forms, how they work in connection with Google Sheets to instantly view results, and evaluate results. Recommend prerequisite for this training class is Evaluating with Google Sheets (~1 hour).



**Application of Google Slides** provides new Google users with both the basic and advanced features available within Google Slides while demonstrating the power of real time collaboration, research tools, animation, transitions, importing slides, and more customization. Recommend prerequisite for this training class is Introduction to Google Drive (~1 hour).



**Illustrating with Google Drawings** class is designed to provide new Google users with the basic features available within Google Drawings while demonstrating the power of real time collaboration. Users will become familiar with working together to create drawings and diagrams in Google Drive and inserting them into docs, sheets, slides and web pages. Recommend prerequisite for this training class is Introduction to Google Drive (~1 hour).



**Google Apps Delegation & Permissions** provides executive assistants or those that manage mail and calendar for others with the skills necessary to manage and determine sharing for email, calendars, events and contacts. The class includes an overview of email delegation, calendar sharing, permissions and delegation, establishing workflows, custom notifications, creating events on another calendar and managing multiple calendars. Recommend prerequisites for this training class are Google Mail and Calendar training classes (~1 hour).



**Executive One on One Deep Dive** is designed to provide executives and VIPs with additional condensed training based on their own specific needs and questions. The class includes an overview of email delegation, calendar sharing, permissions, mapping business processes, establishing workflows followed by a question and answer session (~30 minutes).



**Designing with Google Sites** provides new Google users with the basic features available within Google Sites giving them the ability to create and manage new project or team specific sites within their organization. The class includes an overview of sites, creating sites, navigation, adding pages and content, using templates such as web pages, file cabinets and dashboards, permissions, subscribe to changes, adding gadgets, images and tables. Recommend prerequisite for this training class is Introduction to Google Drive (~1 hour).



**Communicating with Google Groups** provides new Google users with the knowledge necessary to create and manage project or team groups. Google Groups can be utilized as distribution lists, collaborative inboxes, and/or forums. The class includes an overview designed to provide new Google users with a detailed understanding of how to create, manage, and work within Google Groups (~1 hour).



**Connecting with Google+** provides new Google users with the understanding that Google+ is designed to be the thread that brings all of the Google environments together into one central location. The class includes an overview of Google+ integration with contacts, Groups, Drive, YouTube, Hangouts, Calendar, and using Communities as team platforms (~1 hour).



**Communicating with Google Hangouts** provides new Google users with the understanding of how to conduct team meetings in Google Hangouts from Gmail, Calendar, Google+ and how to utilize them in everyday business. The class includes an overview of the ability to chat in Hangouts, create a video call, schedule an event via Hangouts and Calendar, and how to use the tools within Google Hangouts (~1 hour).



**Introduction to Google Maps** provides new Google users with instruction on how to utilize Google Maps within the Google Apps suite. The class includes an overview of how to create, find, and measure distances for locations; access My Maps to add a base map along with adding layers and markets; embed maps on a site; and print and determine settings within Maps (~1 hour).



**Training Techniques for the Trainer** class consists of reviewing the syllabus, training techniques, and training approach followed by Q&A. The class is intended to teach trainers how to deliver Google Apps training the same way Tempus Nova would. Trainers will develop an understanding of the training methodology and techniques necessary to deliver content effectively (~2 hours per specific Google Application).



**Professional Development for Educators** is a customized PD session based on specific school or district needs. Training workshops include instruction on utilizing Google Applications in the EDU environment, Google Play for Education, and technical assistance. The focus of Google Apps sessions may also be determined by specific classroom lessons and objectives, parent-teacher communication, student engagement, and administrative scenarios (~1 day or ½ day).



**Administering Google Apps Control Panel** course is designed for system administrators of the Google Apps Control Panel within a domain. The class includes an overview of the Google control panel, domain settings, security, troubleshooting techniques, FAQs, workarounds, best practices, Tempus Nova tools and more (~2 hours).



**eDiscovery with Google Vault** course is designed for eDiscovery administrators who are responsible for managing Google Apps Vault within the Google Apps domain. The class includes an overview of the common configurations and retention policies, how to search the Vault archive, how to place legal holds, and Q&A for Vault administrators on how to best configure Vault to uphold organizational policies (~1.5 hours).



**Supporting Google Apps** course is designed for Support Representatives (help desk staff) that are responsible for answering questions and resolving user issues within the Google Apps domain. The class includes an overview of common questions and resolutions to issues from end users, and overview of the Apps Status Dashboard, Help Desk Resource Page, troubleshooting tips, basic GMail and Calendar errors, discussion groups, best practices, logging tickets and more (~1.5 hours).