



Winter 2021

Collaboration Tools for Project Management (6-8th Grade)

Learn to prepare stellar school assignments and presentations using Google Workspace tools

December 20 - 22 | December 27 - 29

Mondays - Wednesdays (10:40am - 12:10pm)

Course Description

Middle school and high school coursework increasingly relies on the use of various tools and resources for assignments, projects and group collaboration. The Google Suite is the most widely used platform for this purpose and this course provides students with an introduction to the functionality of these tools.

Instructor Background: Ashley Rodriguez

- 5+ years teaching writing
- B.A. English at San Francisco State University

Students will work with Google Drive, Google Docs, Google Sheets, Google Forms, and Google Slides and have the opportunity to design, share, and utilize these tools as they work on a mock “project”. The skills learned in the course are intended to support their work in other FLEX HeadStart classes as well as in their future school related projects.

Program Objectives:

- Upload and organize a collection of files on Google drive that can be shared with collaborators
- Design a Google form for collecting research data and importing response data into Google sheets
- Producing graphs and charts from data in Google Sheets
- Generating a presentation in Google slides
- And much more!

Course Requirements:

- Computer with a working microphone and camera
- Google Email Account

Tuition: \$499

Classes will meet via **Zoom** and materials will be shared via **Google Classroom**.

For more information or to register, please contact headstart@flexcollegeprep.com or call **(408) 252- 7742**.