

# Google Calendar On-Line Course

**Objective:** This course is designed to help individuals gain a better understanding of the Google Calendar. Participants will be provided knowledge of all the different elements of this application. This application allows the tracking of schedules on-line from anywhere there is connection to the Web. It allows you to share calendars such as for your office with staffs easily and can synchronize with Blackberry, MS Outlook, Yahoo and/or AppleiCal calendar programs. This course is recommended for any working professional, because Google Calendar is easily used in many business environments. Therefore, having a complete understanding of how it operates will be extremely beneficial no matter what position you hold in an organization.

**Cost: \$40**

## Google Calendar On-line FAQ's

**Q.** How do I register for the course?

**A.** You register on the Cooper Center web site and pay the **\$40 registration fee**. Once you register, an email is automatically sent to Bruce Chase at Radford University notifying him that you have enrolled. He will then send you a password so that you can log on to their website and take the course.

**Q.** How many points is the class worth?

**A.** The class is worth **1 hour** of continuing education credit; this includes exam course credit.

**Q.** What is the format of the online class? Is it broken into separate modules where you complete one module, answer some review questions, and then move onto the next section?

**A.** This is a self-pace course that has six main sections. Each section has a recorded presentation. Prior to starting the exam, you can come and go from the presentation at any time. After working through the slides for a section you should take that section's quiz. You can take the quizzes as many times as you like.

**Q.** Does the user select of the start date?

**A.** When you register for the class, you will be asked to e-mail your desire start date. Every attempt will be made to meet that request.

**Q.** How long do I have to take the course once I enroll?

**A.** You have a month to complete the course, however, if you need more time, you can contact Bruce Chase for an extension.

**Q.** Is the final exam repeatable or a one-time attempt?

**A.** After you have completed all the modules, you need to take the course exam. You only have one attempt to take the exam. Once you start the exam, the one-hour period begins and does not stop if you leave the exam. There are **16 multiple choice questions** on the exam. You must receive 70% correct on the exam to get credit for the class.

## Contact Information:

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