

# HARNESS THE CLOUD TO MAXIMIZE WORK PERFORMANCE, CERTIFICATE OF COMPLETION

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## Requirements

The Harness the Cloud to Maximize Work Performance Certificate enables students to develop better understanding of uses of technology in the Cloud. Students utilize tools such as business apps, Google Drive and Cloud storage to facilitate the creating, managing, sharing, collaborating and backing up of information. This certificate is also a gateway into other noncredit and credit programs, helping students develop workplace skills and training that will qualify them for even more work opportunities.

Code	Title	Units
CMPW NC012	How to Use Google Drive to Maximize Performance	0
CMPW NC013	The Best Cloud Backup Options to Protect Data	0
CMPW NC011	Best Business Apps	0

## Learning Outcomes

1. Identify types of information and choose appropriate Business App for better productivity
2. Create, store, retrieve, link and collaborate files using Google Drive.
3. Analyze backup needs and describe/create a plan to protect data.