

**MANAGED BY JIVAN JYOT TRUST
J.Z SHAH ARTS & H. P. DESAI
COMMERCE COLLEGE,
AMROLI-SURAT.**

Re-Accredited B++ (CGPA 2.94) BY NAAC (3rd Cycle)

Affiliated To Veer Narmad South Gujarat University, Surat



**Certificate Course on
“GOOGLE BASIC”**

Total Hours: 30 Hrs.

Oneherde

**PRINCIPAL
Dr. K. N. CHAVDA
J. Z. SHAH ARTS &
H. P. DESAI COMMERCE COLLEGE
At & Po. AMROLI-394 107, ST.UTRAN(W.R.)
TA. CHORYASI, DIST. SURAT.**



Values

Integrity, transparency, accountability and credibility are the values we cherish and adhere to in all aspects of dealings with our Students.

Mission

To provide executive coaching and soft skills training in enhancing professionalism which act as a stepping stone and paves the path for a bright future.



Annexure - 1
Course Syllabus (In Detail)
Certificate Course on Google Basic (CCGB)

PART (B) - Details Course Schedule.

Course Objective	The course is aimed at integrating necessary programming skills and teaching people how to use Google. After finishing this course, it can be easily used for various Administrative Purposes such as typing letters, sending emails, social media, reading news, online work, and much more.
Course Outcome	When they finish the course, they will have a wide range of opportunities in a variety of fields such as service providers, financial institutions, insurance providers, and management of businesses and enterprises. Other areas where they can find work include government bodies, financial institutions, educational institutions.

References:

- 1) Study material of related with social work Course/programme from other recognised University/Institute / Body
- 2) <https://analytics.google.com>
- 3) <https://edu.google.com/>
- 4) <https://workspace.google.com/>
- 5) <https://support.google.com/docs/#topic=1382883>

Nature of Teaching and Evaluation Methods: :

Video / Test Material

Discussion forum

Activity

Assignment


Quizzes

Presentation / Viva-voice



Unit No.	Module to be Covered	Theory=18 Hours	Practical=12 Hours	Total=30Hours
1	ડિજિટલ પરિચય : ડિજિટલના ફાયદાઓ અને એકવીસમી સદીની માં જરૂરિયાતો, Google ટૂલ્સથી પરિચિત, સુરક્ષિત, અને જવાબદાર ડિજિટલ નાગરિક, એકમ સમીક્ષા	2	1	3
2	ગૂગલ મૂળભૂત પરિચય અને એપ્લિકેશન: ગૂગલ ડોક્સ, ગૂગલ શીટ્સ, ગૂગલ સ્લાઇડ્સ, ગૂગલ ડ્રોઇંગ, ગૂગલ ફોર્મ, ગૂગલ મીટ, ગૂગલ ડ્રાઇવ ગૂગલ સાઇટ, ગૂગલ ફોટો, ગૂગલ અનુવાદ	2	2	4
3	ગૂગલ ડોક્સ, મેનુબાર, શેરિંગ વિકલ્પો	4	2	6
4	ગૂગલ શીટ્સ: મેનુબાર, શેરિંગ વિકલ્પો	4	2	6
5	ગૂગલ સ્લાઇડ્સ: મેનુબાર, શેરિંગ વિકલ્પો	4	2	6
6	Unit Review and Practical's of Google Docs, Google Sheets, Google Slides	2	3	5




PRINCIPAL
 Dr. K. N. CHAVDA
 J. Z. SHAH ARTS &
 H. P. DESAI COMMERCE COLLEGE
 At & Po. AMROLI-394 107, ST.UTRAN(W.R.)
 TA. CHORYASI, DIST. SURAT.