

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

**Re-Accredited B++ (CGPA 2.94) BY NAAC (3<sup>rd</sup> Cycle)**

**Affiliated To Veer Narmad South Gujarat University, Surat**



**Certificate Course in  
“GOOGLE BASIC”(GB)**

**Term:** December 2021 to April 2022

**Total Hours:** 30 Hrs.



## **VISION**

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.

### **Objective of the Course:**

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

### **Expected Outcomes of the Course:**

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, and educational institutions.



# SYLLABUS AND TOPIC OF THE COURSE

## S.Y.B.A./B.COM.SEM-III

**Duration: 30 Hours**

Unit	Course Inputs	Weightage
1	Digital Introduction : Familiarity with the benefits of digital and the needs of the twenty-first century, Google tools, A Secure, and Responsible Digital Citizen, Unit Review	20%
2	Google Basic Introduction and Application: Google Docs, Google Sheets, Google Slides, Google Drawing, Google Form, Google Meet, Google Drive , Google site, Google Photos, Google Translate	20%
3	Google Docs, menu bar, Sharing options	20%
4	Google Slides, menu bar, Sharing options	20%
5	Google Sheets, menu bar, Sharing options	10%
5	Unit Review and Practical's of Google Docs, Google Sheets, Google Slides	10%



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