



Nallamuthu Gounder Mahalingam College

Department of Computer Science (SF)



Value Added Course **2022 -2023**

Module 1

Calendar, Docs, Drive, Gmail.

Module 2

Meet & Chat, Sheets.

Module 3

Slides, Forms, Applications



22UCS4VA-

" Google workspace"

Duration : 30 Hours

Course Objective

To reinforce human connections is even more important when people are working remotely and interacting with their customers digitally.

Dr.M.Sakthi
HoD

Dr.S. Saravanababu
Dean - Academic

Dr. R. Muthukumaran
Principal

Department of Computer Science (SF)

Value Added Course

22UCS4VA – GOOGLE WORKSPACE

Course Objective

To reinforce human connections is even more important when people are working remotely and interacting with their customers digitally.

Course Outcomes (CO)

At the end of this course, students should be able to:

1. Understand how to create a Google Workspace account
2. Get familiar with Google Workspace and its applications
3. Learn in-demand skills of Google Workspace
4. Knowledge about how to properly assign, manage and evaluate students through Google Hangouts

Syllabus

Unit I

(10 Hours)

Google Drive: Managing files - Creating and managing folders - Uploading folders from hard drive - Locating files - Changing display and settings - Sharing files and folders - Sharing notifications, Publish to web. **Google Hangouts Meet:** Scheduling a Hangout - Launching a Hangout - Presenting your screen in a Hangout - Managing sound, video and bandwidth - Managing meetings with Hangouts

Unit II

(10 Hours)

Working in Docs: Setting up pages - Inserting non-text elements - Changing text attributes - Formatting text blocks - Using content management tools - Inserting and editing tables - Collaborating and sharing in Docs – Download. **Working in Sheets:** Managing values, rows, cells, or columns - Formatting sheets and cells - Inserting non-text elements - Using functions –

Managing and transforming data - Collaborating and sharing in Sheets - Importing and converting from other file types

Unit III

(10 Hours)

Working in Slides: Building a presentation - Working with text - Working with non-text elements - Arranging objects - Sharing a presentation. **Google Forms:** Create custom forms - Create quizzes - Analyze responses – View Individual Responses – Certificate Generation using Certify'em

Text Books:

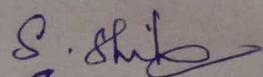
1. Kasey Bell, "Google from A to Z: The Google Glossary for Teachers", Shake Up Learning LLC, 30 October 2020.
2. CARTY BINN, "MASTERING GOOGLE WORKSPACE: A Step-By-Step Practical Guide to Using Google Workspace Apps Efficiently for Cloud Computing & Real-time Collaboration", Kindle Edition, 29 March 2022.

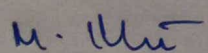
Reference Books:

1. Ilse Hartsell, "Google Workspace: Learn About the Most Popular Google Apps For Home And Small Business Users", Kindle Edition, 11 November 2022.

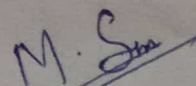
Website References:

1. <https://edu.gcfglobal.org/en/googledriveanddocs/#>
2. <https://support.google.com/drive/answer/2424384?hl=en&co=GENIE.Platform%3DDesktop>
3. <https://support.google.com/a/users/answer/9282664?hl=en>

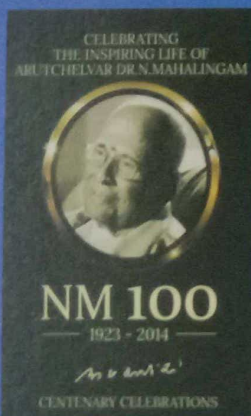
1. 
[Dr. S. SHARMILA]

2. 
[M. MERNA KRITHIKA]

Course Co-Ordinators


HOD

Dr. M.SAKTHI, M.Sc., M.Phil., Ph.D.,
Associate Professor & Head
PG Department of Computer Science
NGM College, Pollachi - 642 004.



CERTIFICATE OF COMPLETION



NGM COLLEGE

(Autonomous), Pollachi

Re-Accredited by NAAC and ISO 9001 : 2015 Certified Institution
Ranked 72nd among Colleges in India by MHRD - NIRF
Affiliated to Bharathiar University, Coimbatore.



Value Added Course

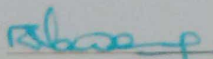
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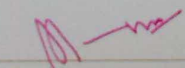
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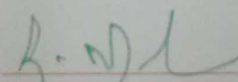
has successfully completed a Value Added Course

entitled 22UCS4YA - GOOGLE WORKSPACE and

secured a mark of 61 out of 100


COURSE TEACHER


DEAN - ACADEMIC


IQAC CO-ORDINATOR


PRINCIPAL