FOUR YEAR UNDERGRADUATE PROGRAMME (FYUGP)

DETAILED SYLLABUS OF 2nd SEMESTER

Course Code	:	**SEC240**
Title of the Course	:	**Mastering Productivity with Google Workspace**
Nature of the Course	:	**Skill Enhancement Course (SEC)**
End Semester	:	**80 Marks(40T+40P)**
In Semester	:	**20 Marks**
Total Credits	:	**03**

COURSE OBJECTIVES

- To introduce students to the essence of Google Workspace and its suite of productivity tools, allowing them to better understand and shape their digital productivity.
- To guide students in uncovering the potential of collaborative document creation.
- To develop students' data organization and analysis skills.
- To empower students to master cloud-based file management, ensuring seamless organization and accessibility of their digital resources.
- To guide students in creating engaging presentations (Slides) that effectively communicate their ideas.
- To enable students to utilize real-time collaboration and communication tools effectively.
- To provide students with the skills to design and create websites efficiently.
- To inspire students to explore the realm of automation and workflow optimization within the Google Workspace environment.

UNITS	CONTENTS	L	T	P
1 (5 marks)	Introduction to Google Workspace 1.1 Overview of Google Workspace Applications and Tools 1.2 Navigate through Google Workspace interface 1.3 Benefits of using Google Workspace 1.4 Understanding cloud computing and how it applies to Google Workspace	2	-	-
2 (10 Marks)	Efficient Email Management with Gmail 2.1 Setting up a Google account 2.2 Gmail account setup and customization 2.3 Creating, formatting, and attaching files to emails	3	-	3

	2.4 Inbox organization, archiving, and marking emails 2.5 Labels, filters, and folder management 2.6 Managing contacts and tasks in Gmail 2.7 Scheduling Emails			
3 (10 Marks)	Cloud-based file management: Google Drive 3.1 Overview of the Google Drive interface 3.2 Uploading and downloading files and folders 3.3 Sharing files with individuals or groups, setting different permission levels, collaboration 3.4 Managing file versions and revisions	3	-	3
4 (15 Marks)	Cloud-based document processing: Google Docs 4.1 Creating new Google Docs documents and formatting text with fonts, styles, and colors 4.2 Adding images, tables, and other elements to documents, page layout, margins, and orientation 4.3 Sharing, real time collaboration, tracking & revisions, Comments, Suggestions 4.4 Extensions and add-ons	8	1	6
5 (15 Marks)	Data collection, organize and analyzing: Google Sheet and Google Form 5.1 Organizing and Formatting Data in Google Sheet, mathematical operations, analyzing data using sorting, filtering, and pivot tables, charts and graphs 5.2 Designing and creating surveys with Google Forms, question formats, Quizzes, sections, reviewing and analyzing form responses 5.3 Linking Google Forms to Google Sheets 5.4 Extensions and Add-ons	8	1	6
6 (5 Marks)	Presentation using Google Slides 6.1 Google slide layouts 6.2 Insert images, videos, and audio into slides 6.3 Slide transitions 6.4 Embedding Google Docs, Sheets, and Forms into presentations	3	1	5
7	Creating websites with Google Sites 7.1 Setting up and configuring Google Sites	5	1	7

(10 Marks)	7.2 Site layouts, creating pages, and organizing content. 7.3 Inserting text, images, videos, and other multimedia elements. 7.4 Site theme, logo, favicon 7.5 Site Publishing, access permissions			
8 (10 Marks)	Google Classroom 8.1 Creating and managing classes in Google Classroom, 8.2 Assignments, Grading, Feedback, conducting exams, quizzes, sharing materials. Overview of other Google workspace productivity tools: Google Calendar, Google Keep, Google Meet etc.	5	-	5
	Total	37	4	35

Where, L = Lecture, T = Tutorial, P = Practical

MODES OF IN-SEMESTER ASSESSMENT

One Test = 10 Marks

Students have to choose any one of the following suggested activities in a semester for their in-semester assessment = 10 Marks

- Seminar presentation of any concept
- Peer Teaching and Discussion
- Practical : Home assignment/Viva

Learning Outcomes:

After the completion of the course the learners will be able to

- efficiently Navigate Google Workspace Apps
- effective Communication and Collaboration with productivity
- real-world Application and Problem-Solving skill development
- navigate and utilize core Google Workspace applications, including Gmail, Google Drive, Google Docs, Sheets, Slides, and Calendar.
- integrate various Google Workspace apps for seamless collaboration, including efficient use of tools like Google Meet, Tasks, and Keep.

Reading List:

- "Google Workspace for Dummies" by Ryan Teeter and Karl Barksdale
- "Google Drive & Docs In 30 Minutes" by Ian Lamont