

<b>Title</b>	Training Skills for Budding Managers	
<b>Duration</b>	30 Hours	
<b>Course Credits</b>	2	
<b>Type of Course</b>	Multi-Disciplinary	
<b>Mode of Lectures</b>	Blended	
<b>Medium of Instructions</b>	English	
<b>Pre-Requisite</b>	Basic Knowledge of Microsoft office	
<b>Objective of the Course:</b>	In this technology era, each and every of us are being techno savvy day by day. People use variety of Internet browsers but the most frequently used and very popular is Google. Google has provided abundant features to use in our daily and professional lives. The course aims to bring awareness regarding various unknown features availed by Google. The knowledge of Google in any field will help the person to excel in respective field.	
<b>Expected outcomes of the course:</b>	With the Google Apps Fundamentals course, learners will learn how to set up an account, work with the ins and outs of the Drive organizational tools, and control files, all the way from signing in and creating new folders to securely collaborating with others and working when don't have WiFi., how to use and optimize Drive, Docs, Sheets, Slides, and Forms, and how to use these tools on the run via Google Mobile Apps.	
<b>Course Content</b>	<p><b>Introduction</b></p> <p>1.1 Basic Understanding and Importance of Google</p> <p>1.2 Acquire the essentials for using Google apps: Drive, Docs, Sheets, Slides, and Forms.</p> <p><b>Google Drive</b></p> <p>2.1 Move through the basics of setting up a Google Drive account</p> <p>2.2 complete with personalized folders, helpful apps, file conversion, sharing, and even editing offline</p> <p>2.3 Complete Practical Overview of Google Drive</p> <p><b>Google Docs</b></p> <p>3.1 Work with the specifics on Google Docs,</p> <p>3.2 Creating documents,</p> <p>3.3 Exploring and organizing own Docs,</p> <p>3.4 Starting a new document, formatting text effectively using the toolbar, inserting images, drawings, and charts,</p> <p>3.5 Creating tables, using the web clipboard to save parts of a document to paste into another one,</p> <p>3.6 Different sharing modes/permissions (editing, suggesting, or viewing),</p> <p>3.7 Using the revision history tool.</p> <p><b>Google Sheets</b></p> <p>4.1 Create, edit, analyze, manipulate, and share spreadsheets using Google Sheets.</p> <p>4.2 Basic toolbar and sorting tools,</p> <p>4.3 Commenting tool to collaborate, customizing/adding tabs to a sheet, using formulas,</p> <p>4.4 Inserting charts to analyze information,</p> <p>4.5 Sharing and permissions, freezing rows and column, and filtering to organize data.</p> <p>4.6 Add-ons</p>	<p><b>2</b></p> <p><b>3</b></p> <p><b>6</b></p> <p><b>6</b></p>

	<p><b>Google Slides</b>  5.1 Creating, editing, sharing, and presenting using Google Slides.  5.2 Collaboration and tools for making presentations unique and artistic.</p> <p><b>Google Forms</b>  6.1 Creating Google forms  6.2 Various features and setting of Google forms  6.3 Send and receive forms through Google Drive  6.4 Customize surveys and creating quizzes  6.5 Managing Responses</p> <p><b>Google Mobile Apps</b></p> <p><b>Practical and Hands-on Activities</b></p>	<p><b>4</b></p> <p><b>3</b></p> <p><b>2</b></p> <p><b>4</b></p>
<b>Reference Books</b>	<p>Guay, M., &amp; Thayer, W. (2017). <i>The Ultimate Guide to G Suite: Everything you need to set up and administer Google's apps for your business.</i></p>	

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**(Name and Signature by Authorized official of the institution with Official Seal)**