



(B.A.) (Arts)
(B.A.) (Programme Name) Semester (I)

Course Code	UA06MICOP01	Title of the Course	Google Workspace (SaaS)
Total Credits of the Course	4	Hours per Week	4 (Theory) + 2 (Practical per Batch)

Course Objectives:	1. To study the concepts of Google workspace and services. 2. To learn the basics of Cloud computing.
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Course Content		
Unit	Description	Weightage* (%)
1.	Google Workspace - SaaS (Software as a Service): Introduction, Signup to use Google workplace, Cloud Base Computing, Usages (Cloud Computing and Collaborative Work), Benefits and Limitations. PaaS (Platform as a Service): Introduction, Meaning, Usages, difference between SaaS and PaaS). Gmail: A key to use Google Workplace, Signup for Gmail account. Google Contacts: Migrating Contacts to Google Apps, Advantages, manage (Add, Delete, Edit, and synchronise contacts). Google Calendar: Introduction, Advantages, Setting Up Google Calendar, Usages of Google Calendar. Google Drive: Introduction, Advantages, Google Drive as a Cloud Storage, Upload/Download/Manage Files. Google Translate: Introduction, Advantages and Limitations.	25%
2.	Cloud Computing: Docs (Word Processor): Introduction, Benefits and Limitations, Key Features, Online Sharing and Collaboration, Tracks Changes, Generating Link for Collaborative work. Menu: File, Edit, View, Insert, Format, Tools, Extensions and Help. Tools: Comments, Last Edit, Private to Only Me, Try Gemini Spelling and Grammer check, Pain format, Do & Redo, Print, Style, Font type & Size selection, Editing-Edit document Directly, Suggesting- Edits become suggestions, Viewing -Read or print final document. Text Formatting: Bold, Italic, Underline, Text color, highlight color, Text align and indent, Lince & Paragraph Spacing, Bullets a& Numbering, clear Formatting, Set Text direction left to right & right to left. Table creation.	25%





3.	Sheets: Introduction, Benefits and Limitations, Key Features, Online Sharing and Collaboration, Tracks Changes, Generating Link for Collaborative work. Menu: File, Edit, View, Insert, Format, Tools, Extensions and Help. Tools: Comments, Last Edit, Private to Only Me, Try Gemini Paint format, Spelling check, Do & Redo, Print, Style, Font type & Size selection, Editing-Edit document Directly, Suggesting- Edits become suggestions, Viewing -Read or print final document. Text Formatting: Bold, Italic, Underline, Text color, highlight color, Text align (Horizontal & Vertical), Text Rotation, Row & Column sizing, Bullets a& Numbering, clear Formatting, Set Text direction left to right & right to left. Table creation. Cell formatting, Merge & demerge Cell, Test Wrapping. Sheet & Cell right to left & left to right. Find & Replace, Sort, Pivot Table, filter, Chart and Functions.	25%
4.	Slides: Introduction, Advantages and Limitations, Key Features, Online Sharing and Collaboration, Tracks Changes, Generating Link for Collaborative work. Menu: File, Edit, View and Help. Slideshow (Presenter View, Start form beginning, Presentation display Options), Zoom in & out, Add shortcut to Drive, See document Status, show collaborator pointer, Theme builder.	25%

Teaching-Learning Methodology	Theory (50%) + Practical (50%) Practical: Practical are based on above cited units. Two hours practical work per week per batch.
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Model for Theory Courses		
CEE (50%)		
Exam Pattern	50 Marks	25 Marks
Class Test (at least one)	15 (30%)	10 (40%)
Quiz (at least one)	15 (30%)	05 (20%)
Active Learning	05 (10%)	—
Home Assignment	05 (10%)	05 (20%)
Class Assignment	05 (10%)	—
Attendance	05 (10%)	05 (20%)
Total	50 (100%)	25 (100%)





SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.11))
Syllabus with effect from the Academic Year 2025-2026

Sr. No.	Details of the Evaluation / Exam Pattern	50 Marks (%)	25 Marks (%)
1	Class Test (at least one)	15 (30%)	10 (40%)
2	Quiz (at least one)	15 (30%)	05 (20%)
3	Active Learning	05 (10%)	----
4	Home Assignment	05 (10%)	05 (20%)
5	Class Assignment	05 (10%)	----
6	Attendance	05 (10%)	05 (20%)
Total Internal (%)		50 (100%)	25 (100%)
University Examination (%)		50 (100%)	25 (100%)

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	- Understand the Basic of Google Applications and Services. - Create account for Google. - Create Gmail. - Manage Contacts. - Manage and Personalise Google Calendar.
2.	- Use Google Drive as a Cloud Storage. - Use Google Meet to Address a group of people online. - Use Google Play Store and Translate. - Create personal Blog. - Store and Manage Photos in Cloud.
3.	- Create, edit, Format, and share Docs and Sheets. - Collaborate by editing, adding, commenting online.
4	- Create, Edit, Format and Share Slides online. - Create, Edit, Format and Share Forms to collect data.

Suggested References:	
Sr. No.	References
1.	My Google Apps 1st Edition by Sherry Kinkoph Gunter, Patrice-Anne Rutledge





2.	The Ridiculously Simple Guide to Google Apps (G Suite): A Practical Guide to Google Drive Google Docs, Google Sheets, Google Slides, and Google Forms by Scott La Counte
3.	MASTERING GOOGLE WORKSPACE: A Step-By-Step Practical Guide to Using Google Workspace Apps Efficiently for Cloud Computing & Real-time Collaboration by CARTY BINN
4.	The Google Workspace Bible: [14 in 1] The Ultimate All-in-One Guide from Beginner to Advanced Including Gmail, Drive, Docs, Sheets, and Every Other App from the Suite by Robert G. Pascal
5.	Google Apps Made Easy: Learn to work in the cloud by James Bernstein

On-line resources to be used if available as reference material
On-line Resources
Google Suite Tutorial 2023 How to use the G-Suite https://www.youtube.com/watch?v=x5eiVDYyU4M
Google Workspace Tutorial for Beginners https://www.youtube.com/watch?v=elHIKggNna0
Beginners Google Sheets Tutorial - Lesson 1 https://www.youtube.com/watch?v=G93P4DxryVE
Google Sheets Beginner Tutorial https://www.youtube.com/watch?v=_UWPaper1MY
Google Docs - How to use Google Docs - Google Docs Kaise Use Karen https://www.youtube.com/watch?v=-TXZ4UtxMdU
Google docs full tutorial in Hindi by Saxena https://www.youtube.com/watch?v=1HmG-pAksOE&t=43s
Complete Beginner's Guide to Google Slides https://www.youtube.com/watch?v=OhshNXJtpkE
How to Make Google Slides Look Good & Professional, full tutorial https://www.youtube.com/watch?v=SdOx_MfJuFM
How to Create PPT With Google Slides From Mobile in Hindi https://www.youtube.com/watch?v=6MKs-o7iarU
How To Create Google Forms To Collect Data Google Forms Complete Tutorial For Beginners In Hindi https://www.youtube.com/watch?v=bPGyesmwNQ0
Google Forms Complete Tutorial in Hindi - How to Create Google Forms https://www.youtube.com/watch?v=53_Bq7mmRvE

