SHIVAJI COLLEGE
UNIVERSITY OF DELHI
NAAC ACCREDITED 'A' GRADE

Add-on Course
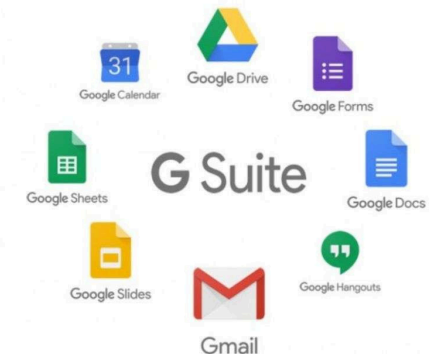## on
"Google Workspace Basics"
(Online Mode)

February - April , 2025

Organized by:
Department of Commerce
(Under the aegis of IQAC)

Who can attend?
This course is open for students of all courses of Shivaji College. 20% of seats are open for students of other colleges/institute.

ABOUT COLLEGE

Shivaji College is a premier institution in West Delhi, accredited with grade 'A' by NAAC. It was ranked as one of the top 10 science colleges of the country in a survey conducted by India Today in 2017. It was established in 1961 by Hon'ble Dr Panjabrao Deshmukh, Union Minister for Agriculture and a renowned social activist and farmer-leader. The college offers twenty undergraduate courses in Science, Commerce and Humanities, a self-financing course in Bachelors in Business Economics, three post-graduate courses. Several senior faculty members supervise Ph.D. scholars registered with University of Delhi, while some engage in UGC-sponsored major and minor research projects. Some students of the college frequently emerge as rank-holders in the University examinations and many are placed for internships in prestigious organisations annually.

ABOUT DEPARTMENT

The Department of Commerce at Shivaji College upholds the University of Delhi's tradition of excellence in education, providing a stimulating environment for students' all-round development. With dedicated faculty possessing strong backgrounds in commerce and economics, students are encouraged to grasp theoretical, cognitive, and practical applications of the subject.

PATRON

Prof. Virender Bhardwaj
Principal
Shivaji College

CONVENOR (ADD ON COURSE)

Dr. Richa Arora
Assistant Professor
Department of Chemistry

COURSE CONVENOR

Dr. Kiran Chaudhary
Associate Professor
Department of Commerce

COURSE COORDINATOR

Dr. Chhavi Sharma
Ms. Sonika Sharma

Assistant Professor
Department of Commerce

COURSE OBJECTIVE

The course is designed for students to train them in Google Applications to improve work proficiency and to draft formal documents, create and edit spreadsheets, google form and creating presentations with real time collaboration, organize, protect and share files in drive.

WHY THIS COURSE

Students pursuing this course will become industry-ready with Google - Suite apps. The knowledge of different Google apps will not only help ease the organizational work but also ensure that they stand out as job seekers. Students will learn cloud based features, real time collaboration and data management which will help in improving the digital skills and become more competitive in the job market.

COURSE CONTENT

Following topics will be covered in the duration of the course :

MODULE 1- DRIVE

MODULE 2 -GMAIL

MODULE 3 -GOOGLE DOCS

MODULE 4 -ADVANCE GOOGLE DOCS ADD-ONS

MODULE 5- GOOGLE SHEETS

MODULE 6-ADVANCE GOOGLE SHEETS ADD-ONS

MODULE 7- GOOGLE SLIDES

MODULE 8- ADVANCE GOOGLE SLIDES ADD-ONS

MODULE 9- GOOGLE FORM

MODULE 10-ADVANCE FORM ADD-ONS

POINTS TO REMEMBER

- The participants must fill the registration form to enroll in the course.

- Limited seats are available on first-come first-served basis.

- Certificates will be issued to students who complete the course successfully based on their assessment and attendance.

- Classes will be held in online mode.

LINK FOR REGISTRATION

NO REGISTRATION FEE
Click here for the Registration

Last date of Registration:
5th February,2025

Contact Details:
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