



(B.A.) (Arts)
(B.A.) (Computer Application) Semester (IV)

Course Code	UA04SECOP01	Title of the Course	Google Apps
Total Credits of the Course	2	Hours per Week	2 (Theory) + 1 (Practical per Batch)

Course Objectives:	1. To impart fundamental knowledge of Coogle apps. 2. To impart basic skill on Gmail. 3. To impart the basic skill on Google Calendar. 4. To use google translate
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Course Content		
Unit	Description	Weightage* (%)
1.	Google Applications Introduction: Computing in the Cloud, Getting Started with Google Gmail: An introduction, Create a new Gmail, Basic features of Gmail, Integrating Gmail with Other Software and Services, Integrating Google Contacts with Other Software and Services. Google Calendar: An introduction, Setting Up Google Calendar, Integrating Google Calendar with Other Software.	50%
2.	Google Form: Create, Edit and Share forms. Collecting data, Analyze responses, Automatic summaries for a Surveys, Integrating plugin with Google Form. Google Translate: Introduction, Google Translate is a multilingual neural machine translation service developed by Google to translate text, documents, and websites from one language into another.	50%

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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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3) (Practical)	50%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	





3.	University Examination (Practical)	50%
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Course Outcomes: Having completed this course, the learner will be able to	
1.	Create Gmail account.
2.	To write, modify, reply, forward Gmail.
3.	Manage Google Calendar
4.	Create and modify Google Form.
4	Use of Google translate.

Suggested References:	
Sr. No.	References
1	2021 Beginner's Guide to Google Forms in 30 Minutes: A step-by-step guide to creating your first google form to create a more complex form. Kindle Edition by Triple Hay.
2	GMAIL MANUAL FOR SENIORS: Simplified Email Guide For Beginners Kindle Edition by Peter Maxwell (Author) Format: Kindle Edition
3	A Simpler Guide to Gmail: An unofficial user guide to setting up and using Gmail, Inbox and Google Calendar (Simpler Guides) by Ceri Clark and Nick Clark.
4	Mastering Google Translate: How to Use it Effectively for Translation by DAVID MAJI

On-line resources to be used if available as reference material
On-line Resources
Online Resources
How To Use Gmail https://youtu.be/Hm6yIdAM4q0
How to Use Google Calendar Effectively (Full Tutorial) https://youtu.be/kqTL7Gr5oFg
Google Forms Full Course Tutorial (2+ Hours) – YouTube https://youtu.be/kSIPCTHjIYg

