

List of Experiments: ----- NIL-----

Major Equipment Needed: -----NIL-----

Year: II (SemII)

Subject Name: Google Automation Tools

Subject Code: BTCO18102

Type of course: TransDisciplinary

Prerequisite (if any): NIL

Offered by: Computer Engineering Department SCET.

Rationale: In Today's commercial world, automation helps the users with a sophisticated set of tools to organize, format, edit and manage documents or generate reports. It is also used as valuable and important tools in the creation of applications such as newsletters, brochures, charts, presentation, documents, drawings and other graphic images. This course gives an understanding of different Google applications in business, education and society. This will make the students proficient in google automation applications.

Teaching and Examination Scheme:

Teaching Scheme				Theory Marks			Practical Marks		Total
L	T	P	C	TEE	CA1	CA2	TEP	CA3	
2	0	0	0	0	0	50	0	0	50

CA1: Continuous Assessment (assignments/projects/open book tests/closed book tests CA2: Sincerity in attending classes/class tests/ timely submissions of assignments/self-learning attitude/solving advanced problems TEE: Term End Examination TEP: Term End Practical Exam (Performance and viva on practical skills learned in course) CA3: Regular submission of Lab work/Quality of work submitted/Active participation in lab sessions/viva on practical skills learned in course

Content:

Sr. No	Content	Total Hrs
1	Getting Familiar to Google Automation Tools :Introduction, Computer Software, Application Software, About Google Apps	2
2	Documentation with Google Docs :Introduction to word, Survey and Forms, Manipulating Text, Themes and Templates, Organizing Content, References, Mail Merge, Visual Content, Reviewing Documents, Protecting and Sharing Documents, Proofing the document	5
3	Storage and Analysis of Data using Spreadsheet : Spreadsheet Basic Skills, Introduction to functions in Excel, Advanced functions, Data validation, Plotting: Charts, Importing Data, and Converting to Other File Types, "What-If"	6

	Analyses, Data Model Building . Speeding data entry : Using Data Forms, Analyzing data : Data Menu, Subtotal, Filtering Data, Securing & Protecting spreadsheets, Analyze Data Using PivotTables and Pivot Charts.	
4	Working with Google Slides : Key principles of design: Introduction, Priorities in design, Design Principles Templates and colors meaning, Hyperlinks and Action Buttons, Data visualization using Diagrams and charts, Adding custom animation, Creating Professional Slide for Presentation.	4
5	Publisher: Setting up new publications, Graphics and visual effects, Patterns, gradients, and textures, Importing text and creating styles. Column and paragraph formatting, RGB, CMYK, and Pantone colors, Work with Templates, Work with Objects.	5
6	Google Form : Basics of Google Form: Creating and Accessing Google Form, Sharing a Google Form and Viewing Response as a summary, Create online quizzes and surveys in Google Forms,	4
7	Google Ads : Marketing Fundamentals, Google Ads Fundamentals, Basic of Search Advertising, Display Advertising, Mobile Advertising, Video Advertising, E-commerce Advertising, Basic of Campaign	4

Suggested Specification table with Marks (Theory): (For B.Tech only)

Distribution of Theory Marks					
R Level	U Level	A Level	N Level	E Level	C Level
20	20	10	0	0	0

Legends: R: Remembrance; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create and above Levels (Revised Bloom's Taxonomy)

Reference Books:

Sr. No	Title of book /article	Author(s)	Publisher and details like ISBN	Year of publication	Publication Edition
1	Google Apps For Dummies	Ryan Teeter	Dummies publication ISBN: 978-0470189580		1st Edition
2	G Suite For Dummies	Paul McFedries	Dummies publication ISBN: 978-1119742173		1st Edition

Course Outcomes:





SARVAJANIK UNIVERSITY
Sarvajani College of Engineering and
Technology
Bachelor of Technology



Sr. No.	CO statement	Marks % weightage
CO-1	Create professional-quality documents.	15%
CO-2	Apply knowledge of Spreadsheet for storage, organize and analyze information.	25%
CO-3	Apply knowledge of presentation skills to create slide presentations with animation, narration, images effectively.	20%
CO-4	Understanding use of Google Ads for professional use and marketing.	20%
CO-5	Understanding use of Google Form for surveys.	20%

List of Open learning website:

- <https://www.udemy.com/course/learn-google-suite-from-scratch/>
- <https://www.coursera.org/projects/collaborating-g-suite-apps>
- <https://www.coursera.org/projects/product-marketing-using-gsuite>
- <https://www.linkedin.com/learning/topics/google-apps>

List of Open Source Software:

- Open Office
- Google Docs
- Google Spreadsheets

FOR LAB SESSIONS: NA

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