



Syllabus: Certificate in Google Workspace Tools (CGWT)

- **Duration:** 1 Month
- **Eligibility:** 10th Pass / Basic Computer Knowledge

Evaluation Scheme

- **Full Marks:** 200
- **Theory Paper:** 100 Marks
- **Practical/Project Works:** 80 Marks
- **Internal Assessment/Viva voce:** 20 Marks

Course Syllabus

This course provides comprehensive training in cloud-based collaboration tools, enabling students to manage documentation, data, and communication efficiently in a professional digital environment.

Module 1: Cloud Foundations & Google Drive

- Introduction to Cloud Computing and the Google Ecosystem.
- **Google Drive:** Managing folders, uploading files, and advanced search filters.
- **Sharing & Security:** Understanding "Viewer," "Commenter," and "Editor" permissions; link-sharing safety.
- Version History: Tracking changes and restoring previous versions of files.

Module 2: Communication & Scheduling (Gmail & Calendar)

- **Advanced Gmail:** Creating filters, managing labels, using templates, and professional signatures.
- **Google Calendar:** Scheduling meetings, creating shared calendars, and setting appointment slots.
- **Google Meet:** Hosting and managing virtual meetings, screen sharing, and recording sessions.

Module 3: Productivity Suite (Docs, Sheets & Slides)

- **Google Docs:** Real-time collaboration, suggesting mode, and using add-ons for professional reports.
- **Google Sheets:** Cloud-specific functions (GOOGLEFINANCE, IMPORTFEED), collaborative data entry, and protected ranges.
- **Google Slides:** Designing presentations with integrated web content, YouTube videos, and live Q&A features.

Module 4: Information Collection & Organization

- **Google Forms:** Designing surveys, quizzes with auto-grading, and linking responses to Sheets.
- **Google Keep & Tasks:** Managing checklists, setting location-based reminders, and integrating notes with Docs.
- Introduction to Google Sites for basic personal or project websites.

Module 5: Final Project (Integrated Workspace Task)

- **Project Task:** Students will simulate a professional "Event Management" or "Office Workflow" scenario.
- **Requirements:** Create an event invite (Forms), organize attendees (Sheets), draft a project proposal (Docs), and present the final plan (Slides), all managed via a shared Google Drive folder.

This syllabus is a property of Axomtech Skill Education Council.