SHIVAJI COLLEGE
UNIVERSITY OF DELHI
NAAC ACCREDITED 'A' GRADE

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

September – October, 2025

Organized by:
Department of Commerce

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. Shivaji College witnessed a remarkable rise in the **NIRF rankings from 70th to 49th in 2024**. The college has also earned a prestigious position in the ***India Today All India Rankings 2025**, securing ***23rd rank in Commerce, 32nd in Science, and 36th in Humanities*** across India. Among Delhi colleges, the institution ranks ***14th in Commerce, 15th in Science, and 16th in Humanities***, reflecting its growing academic reputation. 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 and participate in UGC-sponsored major and minor research projects.

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 COORDINATORS

Ms. Manisha
Ms. Sonika Sharma

Assistant Professor
Department of Commerce

COURSE OBJECTIVE

This course aims to equip students with the skills to effectively use Google Workspace for academic and professional tasks. It will help them manage files, emails, and collaborative documents securely and efficiently. Through hands-on training in Docs, Sheets, Slides, and Forms, students will strengthen their digital communication, data analysis, and presentation abilities. The course also introduces AI tools and advanced add-ons to simplify tasks and enhance productivity.

WHY THIS COURSE

The course helps students with their academic success and career readiness. It develops collaborative skills through real-time editing, sharing, and communication tools. Exposure to AI tools and add-ons prepares learners for modern, technology-driven workplaces.

Course Features:
•**Comprehensive Modules:** Covers Google Drive, Gmail, Docs, Sheets, Slides, and Forms with practical training.
•**AI Integration:** Introduction to Gemini AI, QuillBot, Paperpal, and other academic productivity tools.
•**Advanced Add-ons:** Learn automation tools like Form Ranger, Pear Deck, Solver, and Creator Studio.
•**Career-Oriented:** Enhances digital literacy, a crucial skill for internships, jobs, and higher education.

COURSE CONTENT

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

MODULE 1- DRIVE

MODULE 2- GMAIL

MODULE 3- GOOGLE DOCS & ADD-ONS

MODULE 4– AI TOOLS USED FOR ACADEMIC PURPOSE

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 only.

LINK FOR REGISTRATION

NO REGISTRATION FEE
Click here for the Registration

Last date of Registration:
5th September, 2025

Contact Details:
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Shivaji College   Shivaji College
University of Delhi   University of Delhi

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