

## Skill Enhancement Program (SEP)-2023

<b>Name of Department</b>	<b>Department of IT</b>
<b>Module Name</b>	<b>Google Services</b>
<b>Module Coordinators</b>	1)Prof. Vikas Sejwar 2)Prof. Abhilash Sonkar
<b>Module Objective</b>	Google offers various services that makes daily tasks friendly. It is just like an assistant. Most of the things depend on data, Google help to manage and share data with their various applications.
<b>Module Content</b>	Google drive, calendar, Google classroom and Google cloud services
<b>Module Methodology</b>	The workshop will start with theoretical concept of Google services. Then various hands on session will be conducted on various Google services..
<b>Module Outcome/ Impact</b>	<ul style="list-style-type: none"> <li>• Understand the need of Google services.</li> <li>• Understand how to use these services to make life easy.</li> </ul>
<b>Duration</b>	4 Weeks

	<b>Day</b>	<b>Module Contents to be covered/Interactive Session/Assignment/Quiz/Exercises/Daily practice sheets (DPP)/Tutorial/Project etc (3:00 PM onward, 2-3 Hrs/ Day)</b>	<b>Faculty</b>
<b>Week 1</b>	Mon to Fri	Introduction to Google Drive, Data uploading, downloading, Sharing & Synchronization. Website development & management using Google sites. Google Class Room & Assessment using Google class room services	Prof. Vikas Sejwar Prof. Abhilash Sonkar

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		Discussion, Hands-on session, Weekly Quiz & Assignment	
<b>Week 2</b>	Mon to Fri	Basics of Google forms, Google forms Creating, Sharing, collaborating online forms. Video management using YouTube, Creating and managing YouTube channels. Work Smarter using docs.	Prof. Vikas Sejwar Prof. Abhilash Sonkar
<b>Week 3</b>	Mon to Fri	Work Smarter using Spread Sheets, Work Smarter using slides, Organize stuff using Photos, Contacts, Calendar & Keep, Stay in touch using Gmail, Google Allo. Google Duo. Discussion, Hands-on session, Weekly Quiz & Assignment	Prof. Vikas Sejwar Prof. Abhilash Sonkar
<b>Week 4</b>	Mon to Fri	Google plus Grow your business using AdWords, AdSense, Analytics & Google My Business, Google Search, Google Map, Google Translate, chrome, Google cloud print, Google Group, Google Blogger & Google Survey, Google Trends, Google Earth. GFS. Discussion, Hands-on session, Weekly Quiz & Assignment	Prof. Vikas Sejwar Prof. Abhilash Sonkar

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### **Eligibility and Important Instructions :-**

1. The Finishing School Program/ Online Summer Internship Program is designed only for pre-final & final year students of **Electrical Engineering Department**.
2. Participants must have Laptop/Desktop and also preliminary knowledge of MATLAB software.
3. The students may apply on line.
4. The Skill enhancement program/ Online Summer Internship Program is free for the participants of pre-final & final year students of MITS.
5. The participants outside the Institute may also join the Program on payment basis.
6. This online module will be conducted under the Skill enhancement program which will be considered equivalent to Online Internship of Pre-final year students who could not get any Internship during this situation.
7. Duration of this program will be of five weeks which is equivalent to summer Internship period as per AICTE and our Institute policy. Daily no. of hours of online training may be flexible.
8. Certificates will be issued to candidates who have attendance 75% or more and also score more than 60% in the test.