



**GOVERNMENT DEGREE COLLEGE**  
**TEKKALI**

**DEPARTMENT OF COMMERCE**

**CERTIFICATE COURSE**

**ON**

**"G-SUITE"**



**2023-2024**

# GOVERNMENT DEGREE COLLEGE-TEKKALI

## CERTIFICATE COURSE ON G-SUITE

1. Department : Commerce
2. Title of Certificate course : G-SUITE
3. Course code : COMM-GS-01
4. Name of the course coordinator : Sri B.Hemaraju
5. Objective of the Course :

- To know how to use G-Suite tools
- To know prepare of Google Doc, Google sheet, Google forms etc..
- To know how to make video conference
- To know about Google class room
- G-suite improved Team Collaboration

### 6. Outcomes of the Course :

- This course will be helpful for the students to prepare Google Doc, Google sheet, Google Forms.
- Overview on Google sites
- G Suite offers you some of the best tools for communication, collaboration, security, and organization, and these tools are needed by almost all businesses and Education.

### 7. Duration of the Course

: 30 days

### 8. Date of Commencement

: 20-01-2024

### 9. Course fee

: Free

B. Hemaraju  
Signature of the Course Coordinator

  
Signature of the Dept. In charge

Principal Remarks

Approved

  
Principal

**SYLLABUS**

SNO	Topic
1	Interduction to G-SUITE
2	Advantages of G Suite
3	G Suite Products
4	G-Mail
5	G-Drive
6	Google Documents
7	Google Sheets
8	Google Slides
9	Google Forms
10	Google Classrooms
11	Google calendar, sites etc..
12	G Suite for Business
13	G suite for Educations
14	G suite workspace
15	G Suite Accounts



## GOVERNMENT DEGREE COLLEGE-TEKKALI

## CERTIFICATE COURSE ON G-SUITE

2023-2024

## List of Admitted Students

Sno	Name of the Student	Class	Group	Signature of the student
1	S.Premchandu	II B.com	CA	S. Prem Chand
2	Polaki Pusphalatha	II B.com	CA	P. Pushpalaitha
3	V.Hemalatha	II B.com	CA	V. Hemalatha
4	N.Umadevi	II B.com	CA	N. umadevi
5	B.Umasankar	II B.com	CA	B. Umasankar
6	K.Sailaja	II B.com	CA	K. Sailaja
7	J.HemaLatha	II B.com	CA	J. HemaLatha
8	L.Narayana Rao	II B.com	CA	L. Narayana Rao
9	M.Rakesh	II B.com	CA	M. Rakesh
10	P.PuspaLatha	II B.com	CA	P. PuspaLatha
11	P.Keerthika	II B.com	CA	P. Keerthika
12	R.Jayanth	II B.com	CA	R. Jayanth
13	R.Jyothi	II B.com	CA	R. Jyothi
14	T.Aveela	II B.com	CA	T. Aveela
15	M.Bhavani	II B.com	CA	M. Bhavani
16	B.Manoj Kumar	II B.com	CA	B. Manoj Kumar
17	B.Santhi	II B.com	CA	B. Santhi
18	Ch.Devendra	II B.com	CA	Ch. DEVENDRA
19	D.Durga Prasad	II B.com	CA	D. DURGA Prasad
20	J.Parvathi	II B.com	CA	J. parvathi

## CERTIFICATE COURSE ON G-SUTTE

## ATTENDANCE SHEET

[illegible]

**GOVERNMENT DEGREE COLLEGE-TEKKALI****STUDENTS EVALUATION****2023-2024**

Sno	Name of the Student	Class	Group	Written Test 25 Marks	Practical 25 Marks	Total Marks
1	S.Premchandu	I B.com	CA	25	25	50
2	Polaki Pusphalatha	I B.com	CA	25	25	50
3	V.Hemalatha	I B.com	CA	23	23	46
4	L.Swathi	I B.com	CA	23	25	48
5	B.Umasankar	I B.com	CA	23	21	44
6	K.Sailaja	I B.com	CA	25	25	50
7	J.HemaLatha	I B.com	CA	25	23	48
8	L.Narayana Rao	I B.com	CA	25	23	48
9	M.Rakesh	I B.com	CA	25	23	48
10	P.PuspaLatha	I B.com	CA	25	25	50
11	P.Keerthika	I B.com	CA	25	25	50
12	R.Jayanth	I B.com	CA	23	23	46
13	R.Jyothi	I B.com	CA	25	25	50
14	T.Aveela	I B.com	CA	25	23	48
15	M.Bhavani	I B.com	CA	25	24	49
16	B.Manoj Kumar	I B.com	CA	24	25	50
17	B.Santhi	I B.com	CA	25	24	49
18	Ch.Devendra	I B.com	CA	23	22	45
19	D.Durga Prasad	I B.com	CA	25	25	50
20	J.Parvathi	I B.com	CA	23	20	43





Name of the Student : S premchand

Max.Marks: 25

Group : B B.com

Time : 1 Hour

Fill in the Blanks

(10x2=20 marks)

1. What was the previous name of Google Workspace?  
A. G-suite
2. Which of the following is a cloud-based email service in Google Workspace?  
A. G-mail
3. Which Google Workspace tool is used for creating and editing documents?  
A. G.DOC
4. What is the primary purpose of Google Drive in Google Workspace?  
A. Store and share files
5. What is the primary function of Google Meet in Google Workspace?  
A. Video conference & public meeting
6. What is the primary purpose of Google Sites in Google Workspace?  
A. create websites and webpage
7. Which Google Workspace tool is used for creating and editing spreadsheets?  
A. Google Sheets
8. Which of the following is not a component of Google Workspace?  
A. MS. word
9. What is internet?  
A. Network connecting computers all over the world
10. What are the main components of G Suite?  
A. G-mail, calendar, doc, sheet, forms

Match the Following

(5x1=5 Marks)

- |             |  |
|-------------|--|
| 1. Chat     | (e) a. Create Survey                       |
| 2. Meet     | (d) b. Easy to Schedule Meeting and Events |
| 3. Calendar | (b) c. Storage Files                       |
| 4. Drive    | (c) d. Audio and Video Conference          |
| 5. Form     | (a) e. Easy Communication                  |

# GOVERNMENT DEGREE COLLEGE-TEKKALI

## CERTIFICATE COURSE ON G-SUITE

### STUDENT FEEDBACK FORM

Name : S. prem chand

Group: II B.com (General)

Year: 2023 - 2024

Sno	Description	Excellent	Very Good	Good	Poor
1	The Lecturer Covers the Entire Syllabus	✓			
2	The Lecturer is punctual to the class	✓			
3	The Lecturer Communicates Clearly	✓			
4	The Lecturer was well prepared	✓			
5	The Lecturer was receptive to students' questions		✓		
6	The Lecturer attitude toward the student was friendly and helpful	✓	✓		
7	The teaching sessions were completed within the allocated time	✓			
8	Provide Lab & Internet facility	✓			
9	Effective communication takes place between Students and teachers	✓			
10	The teacher's attitude toward the student was friendly and helpful	✓			



# GOVERNMENT DEGREE COLLEGE-TEKKALI

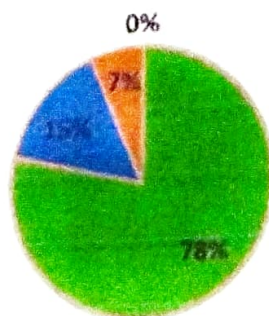
## Certificate Course on G-SUITE

### Student Feedback Analysis

S.No	Description	Excellent	Very Good	Good	Poor	Total
1	The Lecturer Covers the Entire Syllabus	16	04	-	-	20
2	The Lecturer is punctual to the class	15	05	-	-	20
3	The Lecturer Communicates Clearly	12	06	02	-	20
4	The Lecturer was well prepared	16	02	02	-	20
5	The Lecturer was receptive to students' questions	15	04	01	-	20
6	The Lecturer attitude toward the student was friendly and helpful	20	-	-	-	20
7	The teaching sessions were completed within the allocated time	16	02	02	-	20
8	Provide Lab & Internet facility	16	02	02	-	20
9	Effective communication takes place between Students and teachers	15	03	02	-	20
10	The teacher's attitude toward the student was friendly and helpful	16	02	02	-	20
<b>Total</b>		<b>157</b>	<b>30</b>	<b>13</b>	<b>-</b>	<b>200</b>
<b>Percentage (%)</b>		<b>78.50</b>	<b>15</b>	<b>6.5</b>	<b>0</b>	

### Analysis of Feedback Report 2023-2024

■ Excellent 
 ■ Very Good 
 ■ Good 
 ■ Poor





**Dr.B.R.AMBEDKAR UNIVERSITY, SRIKAKULAM**  
**GOVERNMENT DEGREE COLLEGE-TEKKALI**  
**DEPARTMENT OF COMMERCE**



**CERTIFICATE**

This is to Certify that Mr. /Miss. **R.Jayanth** of Government Degree College, Tekkali has participated in the Certificate Course on "**G-SUITE**" Sponsored by Govt. Degree College, Tekkali and Organized by Department of Commerce from 20-01-2024 to 28-02-2024.

  
Course Co-ordinator

  
IQAC Co-ordinator

  
Principal



**Dr.B.R.AMBEDKAR UNIVERSITY, SRIKAKULAM**  
**GOVERNMENT DEGREE COLLEGE-TEKKALI**  
**DEPARTMENT OF COMMERCE**

**CERTIFICATE**

This is to Certify that Mr. /Miss. **R.Jyothi** of Government Degree College, Tekkali has participated in the Certificate Course on "**G-SUITE**" Sponsored by Govt. Degree College, Tekkali and Organized by Department of Commerce from 20-01-2024 to 28-02-2024.

  
Course Co-ordinator

  
IQAC Co-ordinator

  
Principal



