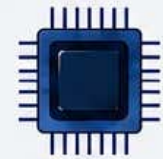
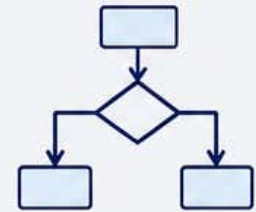




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# Syllabus



## SEC: Laboratory on Information Communication Technology Tools

| Level | Semester | Course Code                                                | Course Name                                                                 | Credits | Teaching Hours | Exam Duration | Max Marks |
|-------|----------|------------------------------------------------------------|-----------------------------------------------------------------------------|---------|----------------|---------------|-----------|
| 4.5   | I        | 109281/ 110281/<br>112281/123281/<br>134281/135281/ 138281 | <b>Laboratory on<br/>Information<br/>Communication<br/>Technology Tools</b> | 2       | 60             | 4 Hrs         | 50        |

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |  |                          |                                    |                                                      |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--------------------------|------------------------------------|------------------------------------------------------|
| <b>Course Objectives:</b> | <ol style="list-style-type: none"> <li>1. Effectively use ICT tools, software applications and digital resources.</li> <li>2. Acquire, organize and create his/her own digital resources.</li> <li>3. Participate in the evaluation and selection of ICT resources.</li> <li>4. Practice safe, ethical and legal ways of using ICT.</li> </ol>                                                                                                                                                                                                                                 |  |  |  |                          |                                    |                                                      |
| <b>Course Outcomes:</b>   | <p>On completion of the following syllabus the students will be able to -</p> <ol style="list-style-type: none"> <li>1. Understand importance and need of incorporating modern ICT tools in education.</li> <li>2. Use applications of Google for academics, carry out Scholarly writing using ICT tools.</li> <li>3. Integrate ICT into teaching-learning and its evaluation.</li> <li>4. Use ICT for making classroom processes more inclusive and to address multiple learning abilities.</li> </ol>                                                                        |  |  |  |                          |                                    |                                                      |
| <b>Contents</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |  | <b>Workload Allotted</b> | <b>Weightage of Marks Allotted</b> | <b>Incorporation of Pedagogies</b>                   |
|                           | <b>List of Practical:</b> <ol style="list-style-type: none"> <li>1. Create a Google form using short and long answers.</li> <li>2. Create a Google form using Multiple Choice and Checkboxes answer.</li> <li>3. Create a Google form using Drop-down menu answer.</li> <li>4. Create a quiz using Google form with different kinds of questions.</li> <li>5. Create a Survey using Google form to collect data about students learning experiences.</li> <li>6. Create Google Forms to create permission slips for field trips and email them directly to parents.</li> </ol> |  |  |  |                          |                                    | Use any pedagogical technique suitable for the topic |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|  | <ol style="list-style-type: none"> <li>7. Create Google Forms to create polls to gather data about student opinions on a variety of topics.</li> <li>8. Create Google Forms to gather feedback from students on specific lessons and topics, teaching styles, curriculum, and more.</li> <li>9. Create and edit documents using Google Docs.</li> <li>10. Create a bulleted list, Customize a bulleted list using Google Docs.</li> <li>11. Create a numbered list, Change the line and paragraph spacing, Change the text alignment and change the indentation using Google Docs.</li> <li>12. Create a document using Google docs to insert an image, insert a table, insert a chart, insert page numbers, insert headers and footers, insert a comment and customize your page layout.</li> <li>13. Create home inventory sheet using Google Sheet.</li> <li>14. Create health exercise chart using Google Sheet.</li> <li>15. Create monthly budget using Google Sheet.</li> <li>16. Create a salary sheet of employees of colleges using Google Sheet.</li> <li>17. Create a document in Marathi language using Google Translate.</li> <li>18. Convert the English document into Marathi, Hindi, and Tamil language using Google Translate.</li> <li>19. Create presentation using Google Slides.</li> <li>20. Create presentation on Google Forms using Google Slides.</li> <li>21. Create Class on Google Classroom.</li> <li>22. Upload the material, links and videos of subject in different topics.</li> <li>23. Create own website using Google Site.</li> <li>24. Create college website using Google Site.</li> <li>25. Create account on YouTube.</li> <li>26. Create your own channel on YouTube and upload your videos.</li> <li>27. Create an account on Google Drive and upload your files on it.</li> <li>28. Upload folder on Google Drive and share the links to your friends.</li> <li>29. Create your account on Twitter</li> <li>30. Tweets short post, videos, photos and links to followers.</li> <li>31. Create account on Instagram.</li> <li>32. Check out friends and families on Instagram</li> <li>33. Upload photos, videos and share them with their followers.</li> <li>34. Create account on LinkedIn.</li> <li>35. Upload your profile on LinkedIn for business or service.</li> </ol> |  |  |  |
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|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| References: | <p><b>Weblink to Equivalent MOOC on SWAYAM if relevant:</b></p> <p> <a href="https://www.google.com">https://www.google.com</a><br/> <a href="https://mail.google.com">https://mail.google.com</a><br/> <a href="https://docs.google.com">https://docs.google.com</a><br/> <a href="https://sites.google.com">https://sites.google.com</a><br/> <a href="https://forms.google.com">https://forms.google.com</a><br/> <a href="https://drive.google.com">https://drive.google.com</a><br/> <a href="https://twitter.com/">https://twitter.com/</a><br/> <a href="https://www.youtube.com">https://www.youtube.com</a><br/> <a href="https://www.instagram.com/">https://www.instagram.com/</a><br/> <a href="https://in.linkedin.com/">https://in.linkedin.com/</a><br/> <a href="https://en.wikipedia.org/wiki/Google_Docs">https://en.wikipedia.org/wiki/Google_Docs</a><br/> <a href="https://www.youtube.com/user/youtube">https://www.youtube.com/user/youtube</a><br/> <a href="https://www.google.com/sheets/about/">https://www.google.com/sheets/about/</a><br/> <a href="https://support.google.com/docs/answer/6000292?hl=en&amp;co=GENIE.Platform%3DAndroid">https://support.google.com/docs/answer/6000292?hl=en&amp;co=GENIE.Platform%3DAndroid</a><br/> <a href="https://support.google.com/a/users/answer/9303071?hl=en#create_form">https://support.google.com/a/users/answer/9303071?hl=en#create_form</a><br/> <a href="https://support.google.com/a/users/answer/9310491?hl=en#sites_create_name">https://support.google.com/a/users/answer/9310491?hl=en#sites_create_name</a><br/> <a href="https://support.google.com/drive/answer/2424384?hl=en&amp;co=GENIE.Platform%3DAndroid">https://support.google.com/drive/answer/2424384?hl=en&amp;co=GENIE.Platform%3DAndroid</a> </p> |
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## Assessment Rubric: Internal Examination Practical Course (SEC)

| SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI<br>PRACTICAL EXAMINATION<br>B.Sc. I, SEMESTER – I (NEP) |                                                                                                       |                                                             |               |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|---------------|
| Practical                                                                                             | Course Code: 109281/ 110281/<br>112281/123281/ 134281/135281/ 138281                                  | Laboratory on Information Communication<br>Technology Tools | Max Marks: 50 |
|                                                                                                       |                                                                                                       |                                                             |               |
| Sr. No.                                                                                               | Assessment Criteria                                                                                   |                                                             | Marks         |
| 1.                                                                                                    | Single Program Writing, Algorithm, Flowchart, Execution, with Sample inputs and Outputs, and Printout |                                                             | 20            |
| 2.                                                                                                    | Record book preparation (Preferably handwritten) / Assignments preparation during semester            |                                                             | 10            |
| 3.                                                                                                    | Attendance in practical session / Students' overall performance                                       |                                                             | 10            |
| 4.                                                                                                    | Internal Viva Voce                                                                                    |                                                             | 10            |