

# Postgraduate Certificate

## Google GSuite for Education





## Postgraduate Certificate Google GSuite for Education

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Technological University
- » Dedication: 16h/week
- » Schedule: at your own pace
- » Exams: online

Website: [www.techtute.com/us/education/postgraduate-certificate/google-gsuite-education](http://www.techtute.com/us/education/postgraduate-certificate/google-gsuite-education)

# Index

01

Introduction

---

p. 4

02

Objectives

---

p. 8

03

Course Management

---

p. 12

04

Structure and Content

---

p. 16

05

Methodology

---

p. 20

06

Certificate

---

p. 28

01

# Introduction

Technology is making more and more inroads into our lives, and education is no stranger to such progress, hence the importance of knowing the latest advances in this regard to learn how to take advantage of it in the field of teaching.

A blurred, light blue background image of the Google logo, showing the letters 'G', 'O', and 'O' in their characteristic colors (blue, red, yellow). The image is tilted and partially obscured by a diagonal line.A blurred, light blue background image of text, likely a search result or a page header, showing the words 'Position' and 'Utiliser la position' in a small font. The image is tilted and partially obscured by a diagonal line.



“

*This Google GSuite for Education Postgraduate Certificate will generate a sense of confidence in the performance of your profession, which will help you grow personally and professionally"*

An essential complement for those who want to venture into the world of digital education, knowing the peculiarities of teaching, learning about the technological tools applied to teaching.

This Postgraduate Certificate offers a practical and complete vision of the field of Google GSuite for Education, starting from the most basic tools, through the development of digital teaching skills.

An advance over the eminently theoretical programs, focused on the teaching work in physical classrooms, which do not address in depth the use of technology in the educational context, without forgetting the role of teaching innovation.

The approach provides a far deeper understanding of how technology works at the different educational levels, education that the professional depending on their interests, can have various options for its application in the workplace.

This Postgraduate Certificate covers the studies required to specialize in Google GSuite for Education for those who want to enter the world of teaching, all offered from a practical perspective with emphasis on the most innovative aspects in this regard.

The students of the Postgraduate Certificate will have access to knowledge about teaching at both theoretical and applied level, so that it will be useful for their present or future performance, thus offering a qualitative advantage over other professionals in the sector.

It also facilitates the incorporation to the labor market or promotion in it, with an extensive theoretical and practical knowledge that will improve their skills in their daily work.

This Postgraduate Certificate in Parenting for Midwives contains the most complete and up-to-date educational program on the market. The most important features include:

- ♦ More than 75 practical cases presented by experts in Google GSuite for Educational
- ♦ The graphic, schematic, and eminently practical contents with which they are created provide scientific and practical information on the disciplines that are essential for professional practice
- ♦ News about Google GSuite for education
- ♦ It contains practical exercises where the self-evaluation process can be carried out to improve learning
- ♦ Algorithm-based interactive learning system for decision-making in the situations that are presented to the student
- ♦ With special emphasis on evidence-based methodologies in Google GSuite for Education
- ♦ All of this will be complemented by theoretical lessons, questions to the expert, debate forums on controversial topics, and individual reflection assignments
- ♦ Content that is accessible from any fixed or portable device with an Internet connection



*Update your knowledge through the Google GSuite for Education Postgraduate Certificate”*

“

*This Postgraduate Certificate may be the best investment you can make when choosing a refresher program for two reasons: in addition to updating your knowledge in Google Gsuite for Education you will obtain a Postgraduate Certificate from TECH Technological University"*

The teaching staff includes teaching professionals, who bring their experience to this training program, as well as renowned specialists belonging to leading societies and prestigious universities.

The multimedia content developed with the latest educational technology will provide the professional with situated and contextual learning, i.e., a simulated environment that will provide immersive training program to train in real situations.

This program is designed around Problem Based Learning, whereby the student will must try to solve the different professional practice situations that arise during the course. To do this, the professional will be assisted by an innovative interactive video system developed by recognized experts in the field of Google GSuite for Education and with extensive teaching experience.

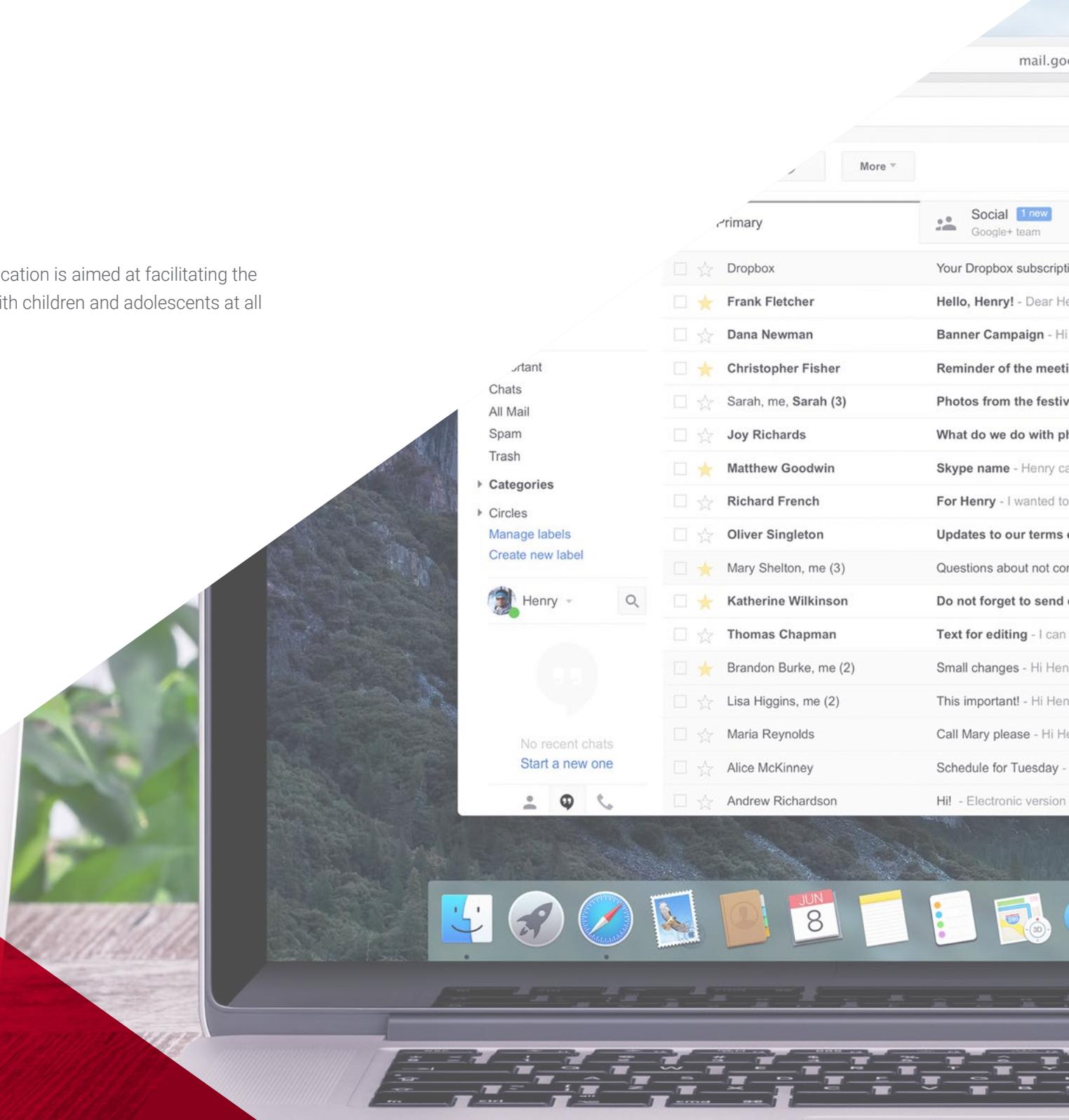
*Increase your confidence in decision making by updating your knowledge through this Postgraduate Certificate.*

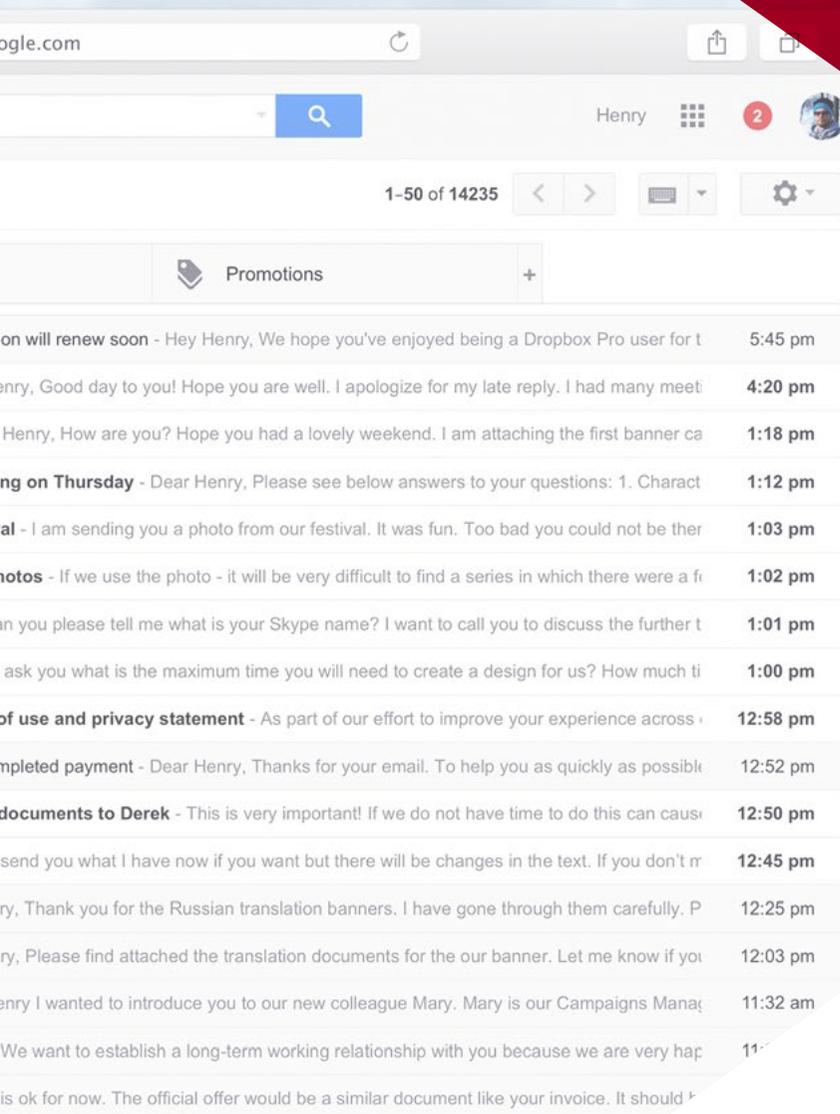
*Take the opportunity to learn about the latest advances in Google GSuite for Education and improve the training of your students.*



# 02 Objectives

The Postgraduate Certificate in Google GSuite for Education is aimed at facilitating the performance of professionals dedicated to working with children and adolescents at all educational levels.





“

*This Postgraduate Certificate is designed to help you update your knowledge in Google GSuite for Education, with the use of the latest educational technology, to contribute with quality and security to the decision making and monitoring of your students"*



## General Objectives

---

- ♦ Introduce students to the world of teaching, from a global perspective in order to prepare them for their future employment
- ♦ Know the new tools and technologies applied to teaching
- ♦ Explore digital competencies in depth
- ♦ Show the different options and ways the teacher can work in his or her post
- ♦ Promote the acquisition of communication and knowledge transmission skills and abilities
- ♦ Encourage continuous training of students and an interest in teaching innovation





## Specific Objectives

---

- ♦ Classify mobile devices: tablets and smartphones
- ♦ Discover the spread of the use of tablets in the classroom
- ♦ Learn about the electronic whiteboard
- ♦ Understand the management of the computerized student body
- ♦ Explain online classes and tutoring
- ♦ Identify F.O.M.O
- ♦ Understand technology dependence



*Take the opportunity and take the step to get up to speed on the latest developments in Google GSuite for Education"*

03

# Course Management

The program includes in its teaching staff reference specialists in Google GSuite for Educational, who pour into this training the experience of their work. Additionally, other recognized specialists participate in its design and preparation, which means that the program is developed in an interdisciplinary manner.





“

*Learn from reference professionals, the latest advances in procedures in the field of Google GSuite for Education"*

## Management



### Mr. Gris Ramos, Alejandro

- Technical Engineer in Computer Management
- Master in Electronic Commerce and Specialist in latest technologies applied to teaching, Digital Marketing, development of web applications, and Internet business



## Professors

### Mr. Albiol Martín, Antonio

- ♦ Master's Degree in Education and Information and Communication Technologies from the UOC
- ♦ Master's Degree in Literary Studies
- ♦ Graduate in Philosophy and Literature
- ♦ Head of CuriosiTIC: JABY School's ICT Integration Program in the classroom

### Mr. Azorín López, Miguel Ángel

- ♦ Teacher specialized in Physical Education
- ♦ Expert in the Flipped Classroom (level I Flipped Learning and level I Trainer Flipped Learning, TOP-100 Flipped Learning Worldwide Teachers)

### Mr. Cabezuelo Doblaré, Álvaro

- ♦ Psychologist expert in Digital Identity and Master's Degree in Communication, Digital Marketing and Social Networks
- ♦ Teacher of Digital Identity, Social Media Manager in a Communication Agency and a Teacher in Aula Salud

### Mr. De la Serna, Juan Moisés

- ♦ PhD in Psychology and Professional Master's Degree in Neurosciences and Behavioral Biology
- ♦ Author of the Cátedra Abierta de Psicología y Neurociencias and scientific disseminator

04

# Structure and Content

The structure of the contents has been designed by a team of professionals from the best educational centers and universities in the national territory, aware of the relevance of current training in order to intervene in the training and support of students with high capacity, and committed to quality teaching through new educational technologies.



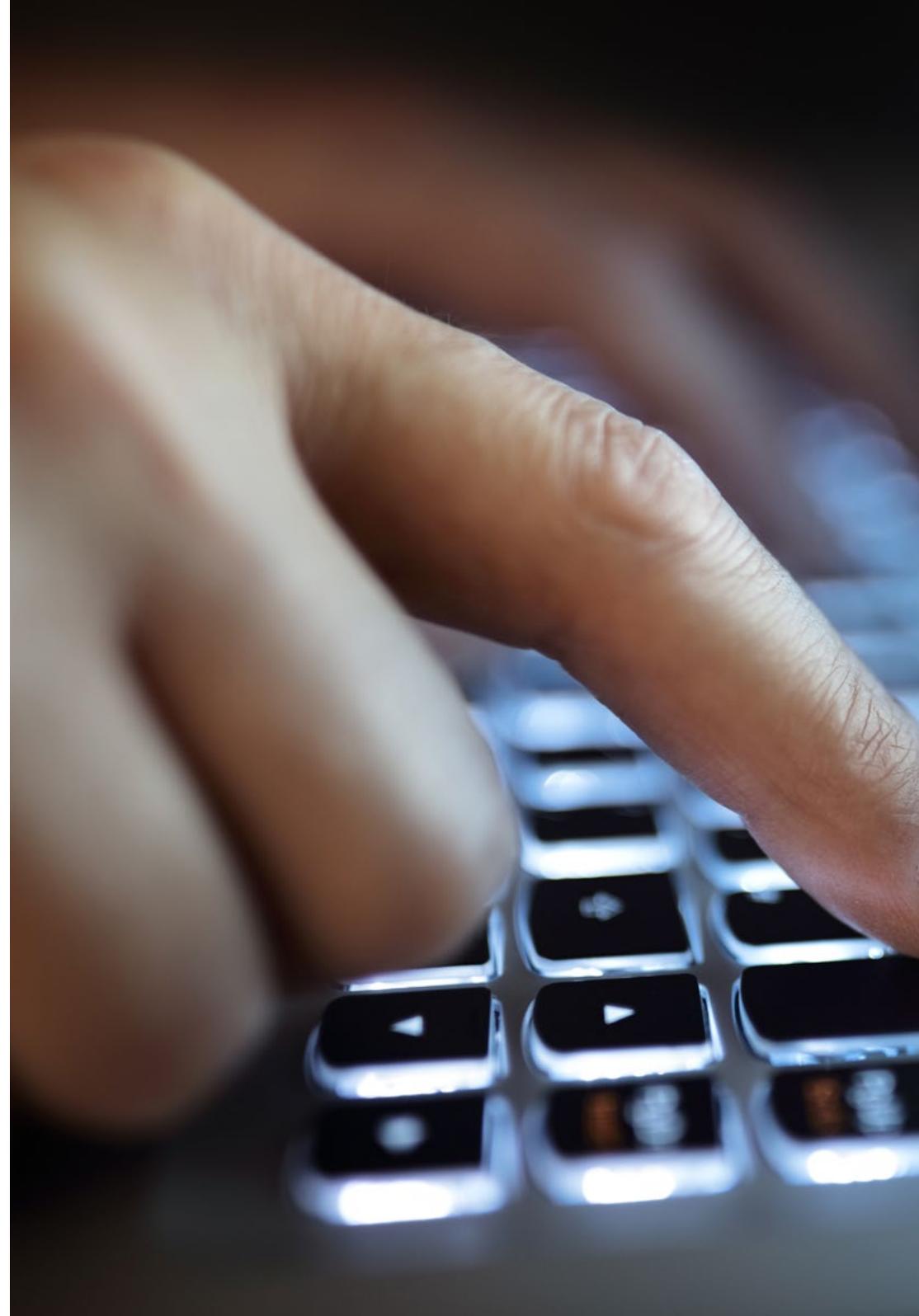
Gmail

“

*This Postgraduate Certificate in Google GSuite for Education is the most complete and up-to-date scientific program on the market”*

## Module 1. Google GSuite for Education

- 1.1. The Google Universe
  - 1.1.1. History of Google
  - 1.1.2. Who Google Is Today
  - 1.1.3. The Importance of Partnering with Google
  - 1.1.4. Google Applications Catalog.
- 1.2. Google and Education
  - 1.2.1. Implication of Google in Education
  - 1.2.2. Application Procedures at your Center
  - 1.2.3. Versions and Types of Technical Support
  - 1.2.4. First Steps with the Google GSuite Management Console
  - 1.2.5. Users and Groups
- 1.3. Google GSuite, Advanced Use
  - 1.3.1. Profiles
  - 1.3.2. Reports
  - 1.3.3. Role of Administrator
  - 1.3.4. Device Administration
  - 1.3.5. Security/safety
  - 1.3.6. Domains
  - 1.3.7. Data Migration
  - 1.3.8. Groups and Mailing Lists
  - 1.3.9. Privacy Policy and Data Protection
- 1.4. Tools for Searching for Information in the Classroom
  - 1.4.1. Google Search
  - 1.4.2. Advanced Information Search
  - 1.4.3. Integration of the Search Engine
  - 1.4.4. Google Chrome
  - 1.4.5. Google News
  - 1.4.6. Google Maps
  - 1.4.7. YouTube
- 1.5. Google Tools for Communication in the Classroom
  - 1.5.1. Introduction to Google Classroom
  - 1.5.2. Instructions for Teachers
  - 1.5.3. Instructions for Students



- 1.6. Google Classroom: advanced use and additional components
  - 1.6.1. Advanced Uses of Google Classroom
  - 1.6.2. Flubaroo
  - 1.6.3. FormLimiter
  - 1.6.4. Autocrat
  - 1.6.5. Doctopus
- 1.7. Tools for Organizing Information
  - 1.7.1. First Steps in Google Drive
  - 1.7.2. File and Folder Organization
  - 1.7.3. Share Files
  - 1.7.4. Storage
- 1.8. Tools for Cooperative Working with Google
  - 1.8.1. Calendar
  - 1.8.2. Google Sheets
  - 1.8.3. Google Docs
  - 1.8.4. Google Presentations
  - 1.8.5. Google Forms
- 1.9. Google Tools for Publications in the Classroom
  - 1.9.1. Google+
  - 1.9.2. Blogger
  - 1.9.3. Google Sites
- 1.10. Google Chromebook
  - 1.10.1. Use of the Device
  - 1.10.2. Prices and Characteristics



*A unique, key, and decisive training experience to boost your professional development"*

05

# Methodology

This training program offers a different way of learning. Our methodology uses a cyclical learning approach: **Relearning**.

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.





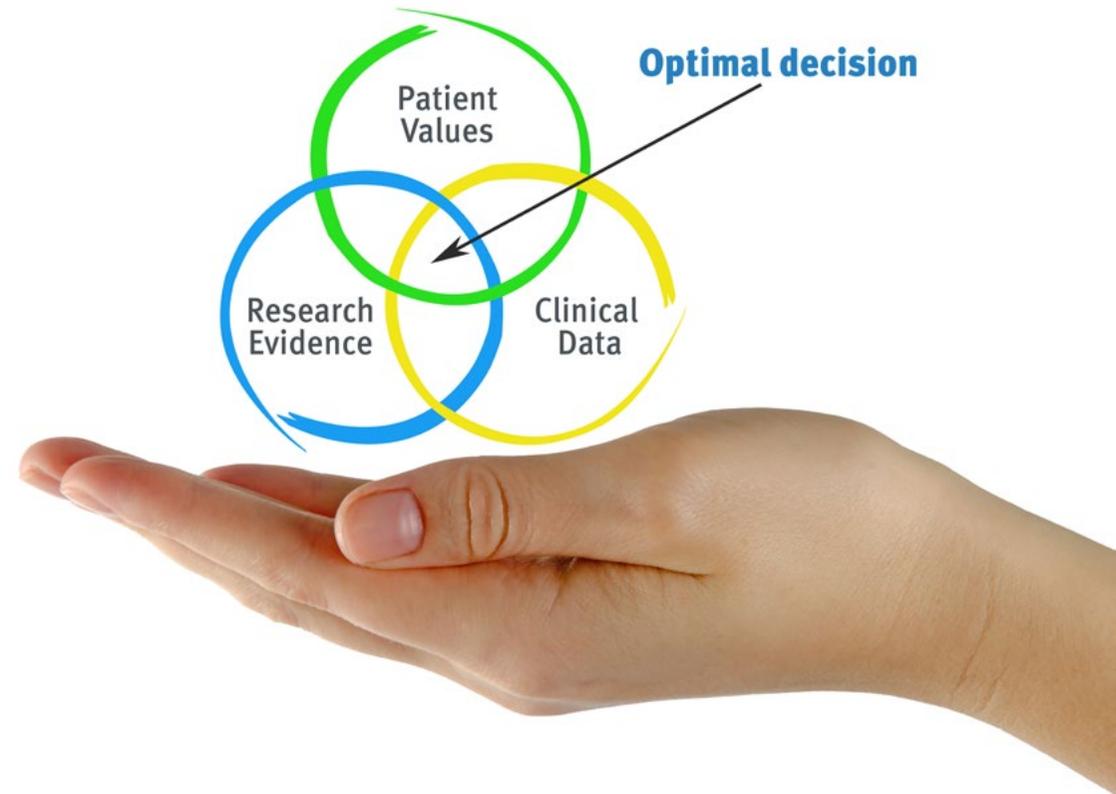
“

*Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"*

## At TECH Education School we use the Case Method

In a given situation, what should a professional do? Throughout the program students will be presented with multiple simulated cases based on real situations, where they will have to investigate, establish hypotheses and, finally, resolve the situation. There is an abundance of scientific evidence on the effectiveness of the method.

*With TECH, educators can experience a learning methodology that is shaking the foundations of traditional universities around the world.*



*It is a technique that develops critical skills and prepares educators to make decisions, defend their arguments, and contrast opinions.*

“

*Did you know that this method was developed in 1912, at Harvard, for law students? The case method consisted of presenting students with real-life, complex situations for them to make decisions and justify their decisions on how to solve them. In 1924, Harvard adopted it as a standard teaching method.*

The effectiveness of the method is justified by four fundamental achievements:

1. Educators who follow this method not only grasp concepts, but also develop their mental capacity, by evaluating real situations and applying their knowledge.
2. The learning process is solidly focused on practical skills that allow educators to better integrate the knowledge into daily practice.
3. Ideas and concepts are understood more efficiently, given that the example situations are based on real-life teaching.
4. Students like to feel that the effort they put into their studies is worthwhile. This then translates into a greater interest in learning and more time dedicated to working on the course.



## Relearning Methodology

At TECH we enhance the case method with the best 100% online teaching methodology available: Relearning.

Our University is the first in the world to combine case studies with a 100% online learning system based on repetition, combining a minimum of 8 different elements in each lesson, which represent a real revolution with respect to simply studying and analyzing cases.



*Educators will learn through real cases and by solving complex situations in simulated learning environments. These simulations are developed using state-of-the-art software to facilitate immersive learning.*

At the forefront of world teaching, the Relearning method has managed to improve the overall satisfaction levels of professionals who complete their studies, with respect to the quality indicators of the best online university (Columbia University).

With this methodology we have trained more than 85,000 educators with unprecedented success in all specialties. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

*Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.*

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

The overall score obtained by our learning system is 8.01, according to the highest international standards.



This program offers the best educational material, prepared with professionals in mind:



#### Study Material

All teaching material is produced by the specialist educators who teach the course, specifically for the course, so that the teaching content is really specific and precise. These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



#### Educational Techniques and Procedures on Video

TECH introduces students to the latest techniques, with the latest educational advances, and to the forefront of Education. All this, first-hand, with the maximum rigor, explained and detailed for your assimilation and understanding. And best of all, you can watch them as many times as you want.



#### Interactive Summaries

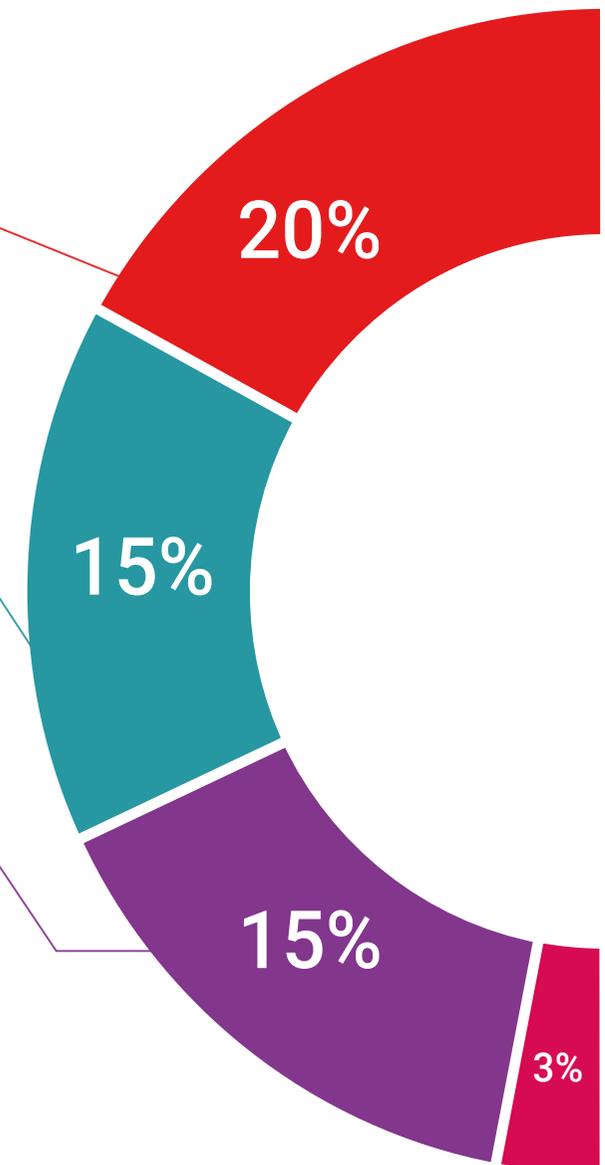
The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

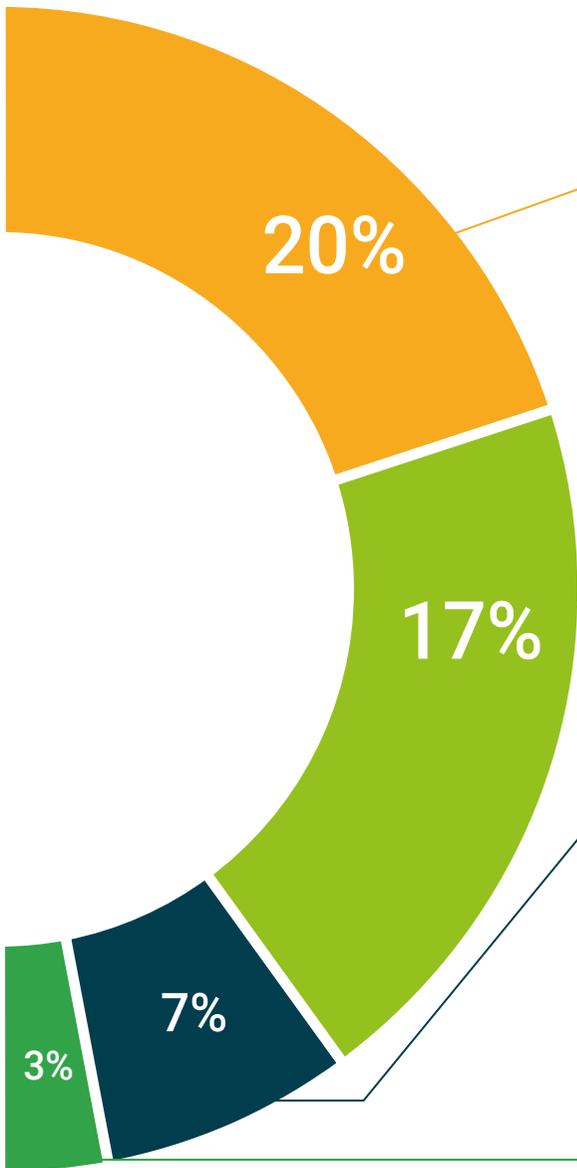
This exclusive multimedia content presentation training Exclusive system was awarded by Microsoft as a "European Success Story".



#### Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





**Expert-Led Case Studies and Case Analysis**

Effective learning ought to be contextual. Therefore, TECH presents real cases in which the expert will guide students, focusing on and solving the different situations: a clear and direct way to achieve the highest degree of understanding.



**Testing & Retesting**

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises: so that they can see how they are achieving your goals.



**Classes**

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



**Quick Action Guides**

TECH offers the most relevant contents of the course in the form of worksheets or quick action guides. A synthetic, practical, and effective way to help students progress in their learning.



06

# Certificate

The Postgraduate Certificate in Google GSuite for Education guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Certificate issued by TECH Technological University.



“

*Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork”*

This **Postgraduate Certificate in Google GSuite for Education** contains the most complete and up-to-date scientific program on the market..

After passing the assessments the student will receive their corresponding **Postgraduate Certificate** issued by **TECH Technological University** via tracked delivery\*.

The diploma issued by **TECH Technological University** will reflect the qualification obtained in the Postgraduate Certificate, and meets the requirements commonly demanded by labor exchanges, competitive examinations, and professional career evaluation committees.

Title: **Postgraduate Certificate in Google GSuite for education**

Official N° of hours: **150 h.**



\*Apostille Convention. In the event that the student wishes to have their paper diploma issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.

future  
health confidence people  
education information tutors  
guarantee accreditation teaching  
institutions technology learning  
community commitment  
personalized service innovation  
knowledge present quality  
development languages  
virtual classroom



## Postgraduate Certificate Google GSuite for Education

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Technological University
- » Dedication: 16h/week
- » Schedule: at your own pace
- » Exams: online

# Postgraduate Certificate Google GSuite for Education

