

# Postgraduate Diploma

## Google GSuite for Education and Other Tools



## Postgraduate Diploma Google GSuite for Education and Other Tools

- » Modality: online
- » Duration: 6 months
- » Certificate: TECH Global University
- » Credits: 18 ECTS
- » Schedule: at your own pace
- » Exams: online

Website: [www.techtitute.com/us/education/postgraduate-diploma/postgraduate-diploma-google-gsuite-education-other-tools](http://www.techtitute.com/us/education/postgraduate-diploma/postgraduate-diploma-google-gsuite-education-other-tools)

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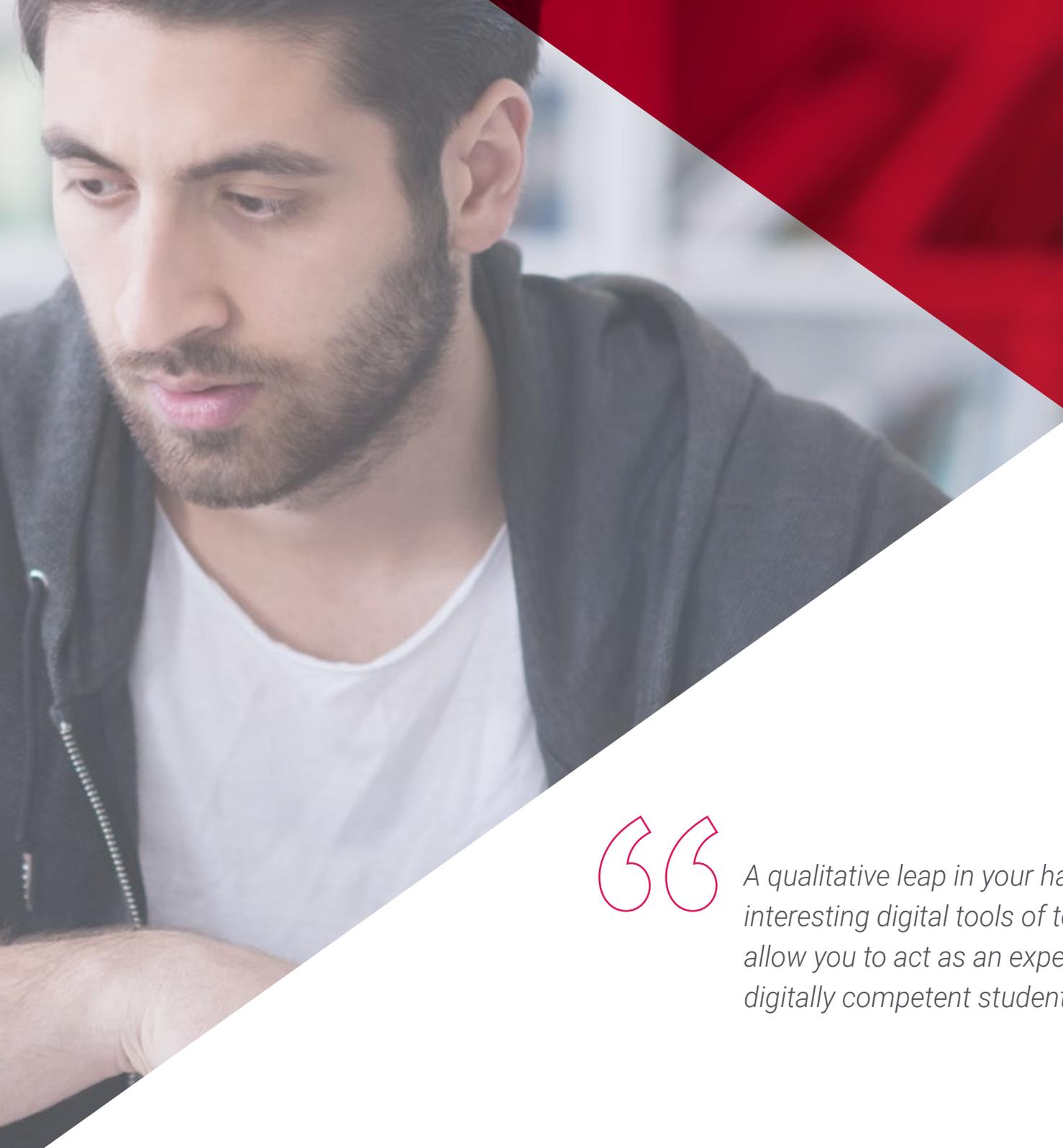
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# 01

# Introduction

New technologies are already a reality in the classroom. The speed of development of applications and resources for teaching brings to the sector constant new developments of the utmost interest. Google is one of the most important providers of digital resources on the current scene. Therefore, it is essential for teaching professionals to be up to date on the latest tools that they can implement in their day-to-day work. In this program, the teacher will be introduced to the tools offered by Google for teachers, in a process of high training that will propel them to the highest competence.





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*A qualitative leap in your handling of the most interesting digital tools of today's teaching, which will allow you to act as an expert in front of an increasingly digitally competent student body"*

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 Diploma offers a practical and complete vision of the scope of the application of *Digital Teaching*, starting with 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 Diploma addresses the studies required to specialize in Google GSuite for Education and other learning tools for those who want to enter the teaching world, all offered from a practical perspective, emphasizing the most innovative aspects in this regard.

The students of the Postgraduate Diploma 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 Diploma in Google GSuite for Education and Other Tools** contains the most complete and up-to-date program on the market. The most important features of the program include:

- ♦ Development of more than 75 case studies presented by experts in Google GSuite for Education and other learning tools
- ♦ 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
- ♦ Latest news about Google GSuite for Education and Other Tools
- ♦ 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 and other Tools
- ♦ 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



*Immerse yourself in this training and provide your students and their development with the most interesting learning tools available today"*

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*Get specialized training in Google GSuite by learning about case studies that will give you a real-world perspective of this job"*

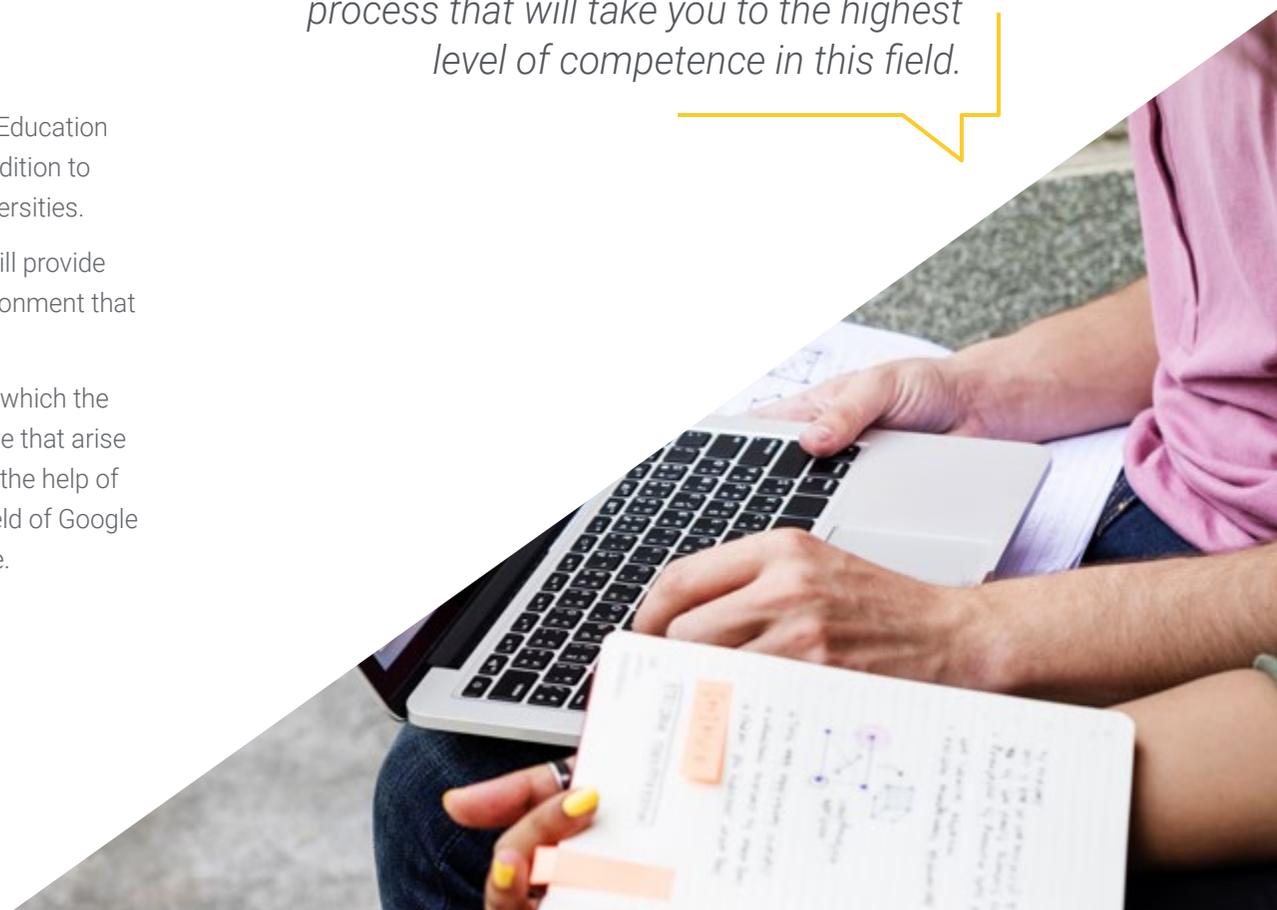
Its teaching staff includes professionals from the field of Google GSuite for Education and other tools that pour into this training the experience of their work, in addition to recognized specialists belonging to reference societies and prestigious universities.

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.

The design of this program is focused on Problem-Based Learning, through which the professional must try to solve the different situations of professional practice that arise throughout the Postgraduate Diploma. To do this, the professional will have the help of an innovative interactive video system made by recognized experts in the field of Google GSuite for Education and other tools and with extensive teaching experience.

*This is the best training option you can find in the field of new technologies applied to education.*

*A complete, intensive and fully up-to-date process that will take you to the highest level of competence in this field.*



# 02

# Objectives

The Postgraduate Diploma in Google GSuite for Education and Other Tools is aimed at facilitating the performance of the professional dedicated to teaching and training children and adolescents. This program has been designed to boost the teaching professional's ability to apply the most appropriate Google GSuite tools for each age group and educational context in their work.



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*If you want to master new technologies to apply them to your teaching practice, this is the ideal opportunity for you"*



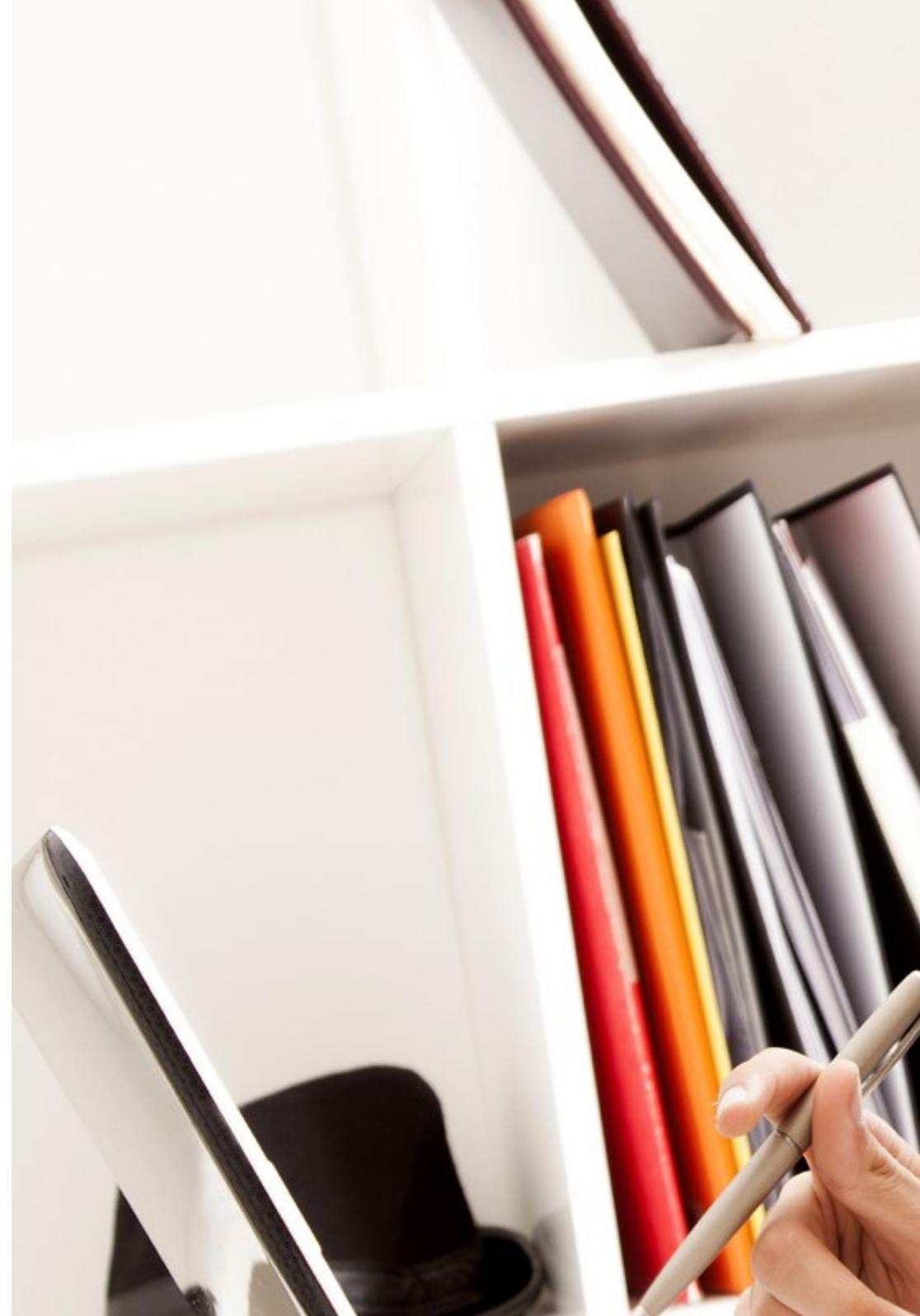
## General Objectives

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- ♦ 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 their post
- ♦ Promote the acquisition of communication and knowledge transmission skills and abilities
- ♦ Encourage continuous training of students and an interest in teaching innovation



*Complement your training with this Postgraduate Diploma and place yourself at the forefront of the professional landscape"*





## Specific Objectives

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- ♦ Establish the defining characteristics of educational technology
- ♦ Describe the advantages and disadvantages of educational technology
- ♦ Discern the defining characteristics of distance learning
- ♦ Discover the advantages and disadvantages of distance learning over traditional education
- ♦ Explain the defining characteristics of blended learning
- ♦ Define the advantages and disadvantages of Blended Learning over traditional teaching
- ♦ Explain online classes and tutoring
- ♦ Identify F.O.M.O.
- ♦ Understand technology dependence
- ♦ Set Sleep Texting
- ♦ Discover Nomophobia
- ♦ Distinguish between Digital Immigrant vs Digital Native
- ♦ Identify technological difficulties in adults
- ♦ Learn about the new illnesses associated with technologies
- ♦ Introduction to technology assessment tools of technological implementation
- ♦ Identify the costs and benefits of technological implementation

03

# Course Management

The program's faculty includes leading experts in GSuite for Education and Other Tools, who bring their work experience to this training. Additionally, other recognized specialists participate in its design and preparation, which means that the program is developed in an interdisciplinary manner.





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*Learn from professional experts in new technologies in education and be part of the teaching vanguard and the future of the profession"*

## International Guest Director

Dr. Stephanie Doscher is an internationally renowned **educational leader**, recognized for her influence in the field of **global learning and comprehensive internationalization**. As **Director of the Office of Collaborative Online International Learning (COIL)** at Florida International University (FIU), she has forged a pioneering path in creating inclusive and accessible educational strategies for all students.

With a focus on leadership and organizational change, Dr. Doscher is recognized for her ability to facilitate meaningful transformations in educational settings. In addition, her emphasis on connection, collaboration, communication, and continuous improvement underscores her commitment to **educational excellence and her vision of accessible global learning** for all students.

Doscher's research interests encompass teaching and assessment strategies for **global learning**, as well as the intersection between **global learning, comprehensive internationalization, social innovation, and inclusive excellence**. His recent work focuses on the relationship between **diversity and knowledge production** through the **online COIL exchange**.

In fact, he has a prolific academic output, with multiple articles in renowned journals such as the Journal of International Students, EAIE Forum, and the International Association of Universities' Handbook of Internationalisation of Higher Education. She has also participated in presentations at various international conferences and workshops, enriching the academic dialogue on **global education**.

Likewise, her contributions as **co-author** of works such as "The Guide to COIL Online Exchange" and "Making Global Learning Universal: Promoting Inclusion and Success for All Students", have consolidated her position as a leading expert in the **global education field**. Both manuals have served to engage university students in collaborative global learning problem solving. Not to mention her prominent role as host of the podcast "Making Global Learning Universal".



## Dr. Doscher, Stephanie

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- Director del Servicio de Cuidados Paliativos - Hospital New York Presbyterian
- Especialista en Cuidados Paliativos en el Massachusetts General Hospital
- Profesor de Medicina en Harvard Medical School
- Graduado en Química por la Universidad de Boston
- Profesor asociado del Departamento de Medicina de la Universidad de Columbia

“

*Thanks to TECH you will be able to learn with the best professionals in the world”*

## Management



### **Dr. 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 content of this Postgraduate Diploma includes all the aspects of interest that the teaching professional must incorporate to their knowledge in order to be able to intervene efficiently in teaching supported by the digital media provided by the Apple Environment.



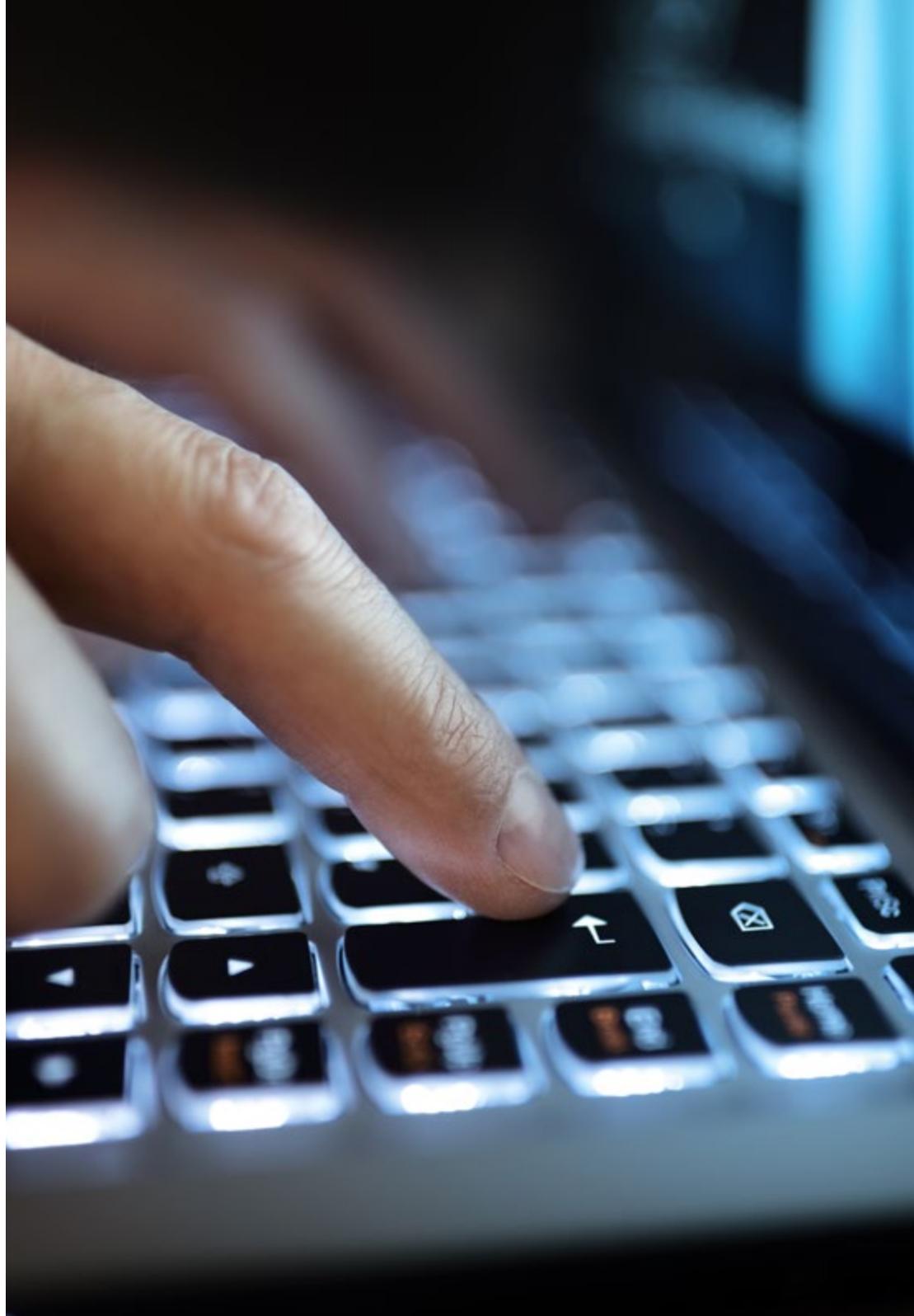


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*Incorporate the content of this Postgraduate Diploma into your skills through a complete learning process, both theoretical and practical"*

## Module 1. Social Networks and Blogs in Teaching

- 1.1. Social Networks
  - 1.1.1. Origin and Evolution
  - 1.1.2. Social Networks for Teachers
  - 1.1.3. Strategy, Analytics and Content
- 1.2. Facebook
  - 1.2.1. The Origin and Evolution of Facebook
  - 1.2.2. Facebook Pages for Teacher Outreach
  - 1.2.3. Groups
  - 1.2.4. Facebook Search and Database
  - 1.2.5. Tools
- 1.3. Twitter
  - 1.3.1. The Origin and Evolution of Twitter
  - 1.3.2. Twitter Profile for Teacher Outreach
  - 1.3.3. Twitter Search and Database
  - 1.3.4. Tools
- 1.4. LinkedIn
  - 1.4.1. The Origin and Evolution of LinkedIn
  - 1.4.2. LinkedIn Teacher Profile
  - 1.4.3. LinkedIn Groups
  - 1.4.4. LinkedIn Search and Database
  - 1.4.5. Tools
- 1.5. YouTube
  - 1.5.1. The Origin and Evolution of YouTube
  - 1.5.2. YouTube Channel for Teacher Outreach
- 1.6. Instagram
  - 1.6.1. The Origin and Evolution of Instagram
  - 1.6.2. Instagram Profile for Teacher Outreach
- 1.7. Multimedia Contents
  - 1.7.1. Photography
  - 1.7.2. Infographics
  - 1.7.3. Video
  - 1.7.4. Live Videos



- 1.8. Blogging and Social Media Management
  - 1.8.1. Basic Rules for Social Media Management
  - 1.8.2. Use in Teaching
  - 1.8.3. Content Creation Tools
  - 1.8.4. Social Media Management Tools
  - 1.8.5. Social Media Tricks
- 1.9. Analytical Tools
  - 1.9.1. What Do We Analyze?
  - 1.9.2. Google Analytics
- 1.10. Communication and Reputation
  - 1.10.1. Source Management
  - 1.10.2. Communication Protocols
  - 1.10.3. Crisis Management

## Module 2. Google GSuite for Education

- 2.1. The Google Universe
  - 2.1.1. History of Google
  - 2.1.2. Who Google Is Today
  - 2.1.3. The Importance of Partnering with Google
  - 2.1.4. Catalogue of Google Apps
- 2.2. Google and Education
  - 2.2.1. Implication of Google in Education
  - 2.2.2. Application Procedures at your Center
  - 2.2.3. Versions and Types of Technical Support
  - 2.2.4. First Steps with the GSuite Management Console
  - 2.2.5. Users and Groups

- 2.3. Google GSuite, Advanced Use
  - 2.3.1. Profiles
  - 2.3.2. Reports
  - 2.3.3. Role of Administrator
  - 2.3.4. Device Administration
  - 2.3.5. Security/Safety
  - 2.3.6. Domains
  - 2.3.7. Data Migration
  - 2.3.8. Groups and Mailing Lists
  - 2.3.9. Privacy Policy and Data Protection
- 2.4. Tools for Searching for Information in the Classroom
  - 2.4.1. Google Search
  - 2.4.2. Advanced Information Search
  - 2.4.3. Integration of the Search Engine
  - 2.4.4. Google Chrome
  - 2.4.5. Google News
  - 2.4.6. Google Maps
  - 2.4.7. YouTube
- 2.5. Google Tools for Communication in the Classroom
  - 2.5.1. Introduction to Google Classroom
  - 2.5.2. Instructions for Teachers
  - 2.5.3. Instructions for Students
- 2.6. Google Classroom: advanced use and additional components
  - 2.6.1. Advanced Uses of Google Classroom
  - 2.6.2. Flubaroo
  - 2.6.3. formLimiter
  - 2.6.4. Autocrat
  - 2.6.5. Doctopus
- 2.7. Tools for Organizing Information
  - 2.7.1. First Steps in Google Drive
  - 2.7.2. File and Folder Organization
  - 2.7.3. Share Files
  - 2.7.4. Storage

- 2.8. Tools for Cooperative Working with Google
  - 2.8.1. Calendar
  - 2.8.2. Google Sheets
  - 2.8.3. Google Docs
  - 2.8.4. Google Presentations
  - 2.8.5. Google Forms
- 2.9. Google Tools for Publications in the Classroom
  - 2.9.1. Google+
  - 2.9.2. Blogger
  - 2.9.3. Google Sites
- 2.10. Google Chromebook
  - 2.10.1. Use of the Device
  - 2.10.2. Prices and Characteristics

### Module 3. ICT as a Management and Planning Tool

- 3.1. ICT Tools in the Center
  - 3.1.1. The Disruptive Factor of ICT
  - 3.1.2. Objectives of ICT
  - 3.1.3. Good Practice in the Use of ICTs
  - 3.1.4. Criteria for Choosing Tools
  - 3.1.5. Data Protection
  - 3.1.6. Security/safety
- 3.2. Communication
  - 3.2.1. Communication Plans
  - 3.2.2. Instant Messaging Managers
  - 3.2.3. Videoconferences
  - 3.2.4. Remote Access to Devices
  - 3.2.5. School Management Platforms
  - 3.2.6. Other Means



- 3.3. e-mail
  - 3.3.1. e-mail Managers
  - 3.3.2. Responses, Forwarding
  - 3.3.3. Signatures
  - 3.3.4. Mail Sorting and Labeling
  - 3.3.5. Rules
  - 3.3.6. e-mail Lists
  - 3.3.7. Alias
  - 3.3.8. Advanced Tools
- 3.4. Document Generation
  - 3.4.1. Word Processors
  - 3.4.2. Spreadsheets
  - 3.4.3. Forms
  - 3.4.4. Corporate Image Templates
- 3.5. Task Management Tools
  - 3.5.1. Task Management
  - 3.5.2. Lists
  - 3.5.3. Tasks
  - 3.5.4. Notices
  - 3.5.5. Approaches to Use
- 3.6. Schedules
  - 3.6.1. Digital Calendars
  - 3.6.2. Events
  - 3.6.3. Appointments and Meetings
  - 3.6.4. Invitations and RSVP
  - 3.6.5. Links with Other Tools
- 3.7. Social Networks
  - 3.7.1. Social Networks and Our Center
  - 3.7.2. LinkedIn
  - 3.7.3. Twitter
  - 3.7.4. Facebook
  - 3.7.5. Instagram
- 3.8. Introduction and Parameter Setting of Alexia Classrooms
  - 3.8.1. What Is Alexia?
  - 3.8.2. Application and Registration of the Center in the Platform
  - 3.8.3. First Steps with Alexia
  - 3.8.4. Alexia Technical Support
  - 3.8.5. Center Configuration
- 3.9. Licensing and Administrative Management in Alexia Classrooms
  - 3.9.1. Access Permissions
  - 3.9.2. Roles
  - 3.9.3. Billing
  - 3.9.4. Sales
  - 3.9.5. Training Courses
  - 3.9.6. Extracurricular Activities and Other Services
- 3.10. Alexia Teacher Training
  - 3.10.1. Areas (Subjects)
  - 3.10.2. Assessment
  - 3.10.3. Roll Call
  - 3.10.4. Agenda/Calendar
  - 3.10.5. Communication
  - 3.10.6. Interviews
  - 3.10.7. Sections
  - 3.10.8. Students
  - 3.10.9. Birthdays
  - 3.10.10. Links
  - 3.10.11. Mobile APP
  - 3.10.12. Utilities

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.





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*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.

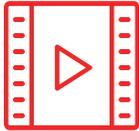
*Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.*

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

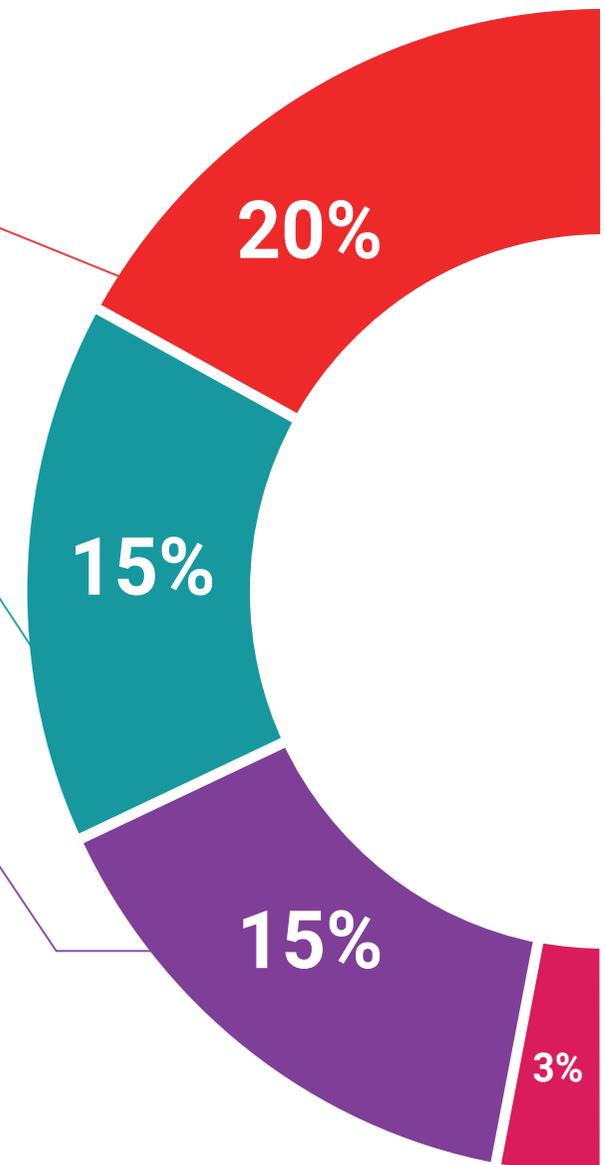
The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

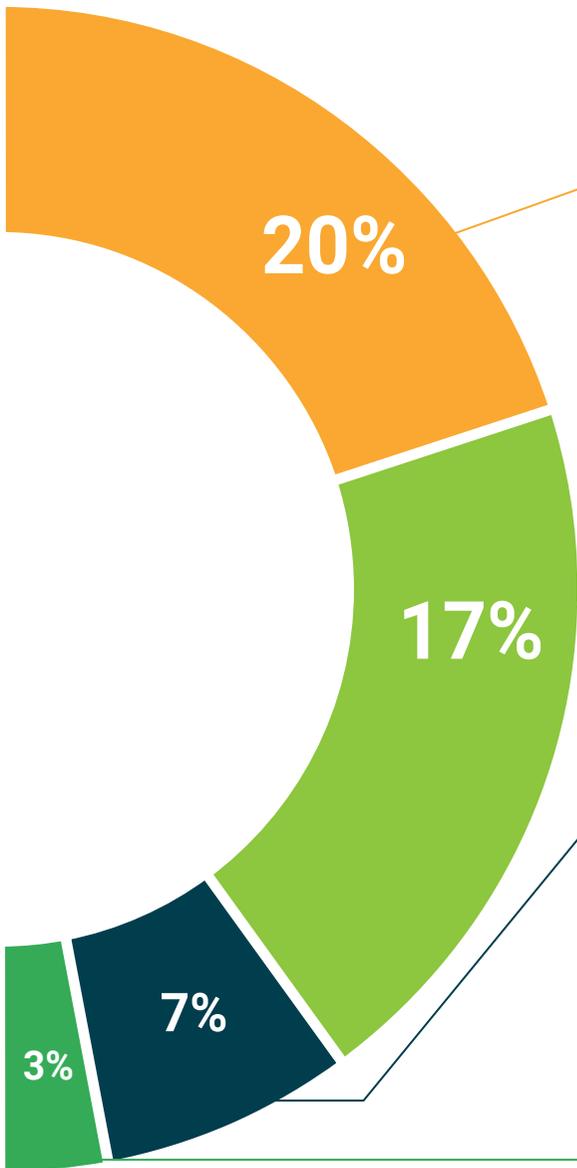
This exclusive multimedia content presentation training Exclusive system was awarded by Microsoft as a "European Success Story".



#### 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 Diploma in Google GSuite for Education and Other Tools guarantees, in addition to the most rigorous and up-to-date training, access to a Postgraduate Diploma issued by TECH Global University.



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*Successfully complete this program and receive your university degree without travel or laborious paperwork”*

This program will allow you to obtain your **Postgraduate Diploma in Google GSuite for Education and Other Tools** endorsed by **TECH Global University**, the world's largest online university.

**TECH Global University** is an official European University publicly recognized by the Government of Andorra ([official bulletin](#)). Andorra is part of the European Higher Education Area (EHEA) since 2003. The EHEA is an initiative promoted by the European Union that aims to organize the international training framework and harmonize the higher education systems of the member countries of this space. The project promotes common values, the implementation of collaborative tools and strengthening its quality assurance mechanisms to enhance collaboration and mobility among students, researchers and academics.

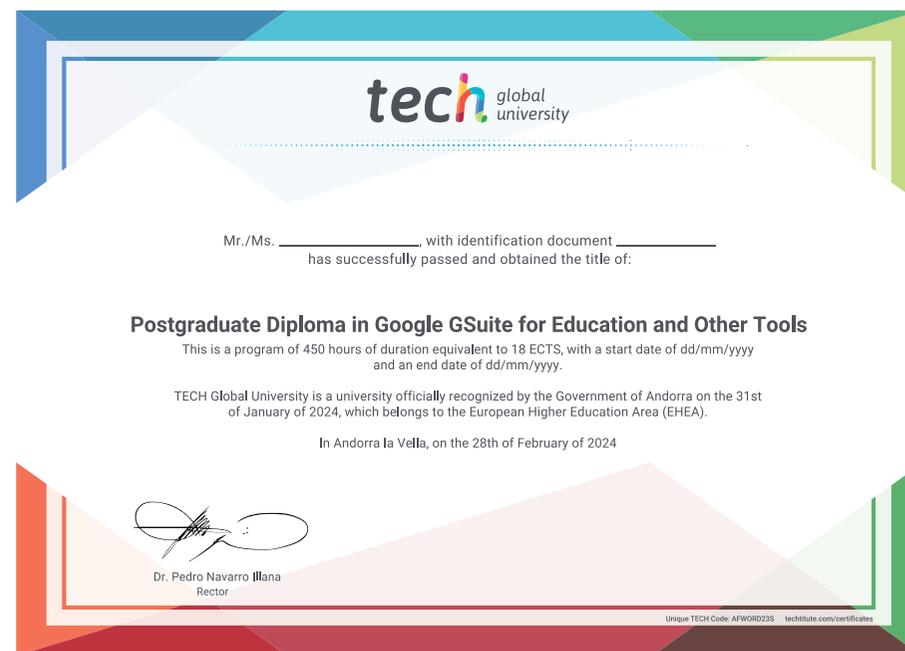
This **TECH Global University** title is a European program of continuing education and professional updating that guarantees the acquisition of competencies in its area of knowledge, providing a high curricular value to the student who completes the program.

Title: **Postgraduate Diploma in Google GSuite for Education and Other Tools**

Modality: **online**

Duration: **6 months**

Accreditation: **18 ECTS**



future

health confidence people

education information tutors

guarantee accreditation teaching

institutions technology learning

community commitment

personalized service innovation

knowledge present

online training

development languages

virtual classroom

**tech** global  
university

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