



## Course Approval Request Form

Use this customized approval request form to print and share with your district or state teaching licensure authority when seeking approval for a Professional Development Institute course.

### About PDI

The Professional Development Institute (PDI) has been offering quality online courses to K-12 educators for decades and providing training to teachers across the globe. Every PDI course is approved for graduate-level credit through the prestigious University of California San Diego Division of Extended Studies, ranked in the top ten universities in the United States.

UC San Diego is part of the University of California system and is accredited by the Western Association of Schools and Colleges Senior College and University Commission (WSCUC).

Every PDI course is instructor-led and includes practical strategies for immediate implementation into the classroom, opportunities to interact with the instructor and other participants, rich content, and valuable assignments. Every PDI course is approved as 3 1/3 semester units (or 5 quarter units) of graduate-level credit, equivalent to 50 training hours. Teachers must spend a minimum of three weeks in each course (consecutively, when taking multiple courses) before a final grade is released.

### Teacher Information

<b>Last Name:</b>	<b>First Name:</b>	<b>ID #:</b>
<b>School Name:</b>	<b>Address:</b>	
<b>Email Address:</b>	<b>Grade Level:</b>	<b>Daytime Phone:</b>

Course Number and Title:

**103T02/ EDUC40148 Mastering Google Apps for Education**

I am taking this course:

\_\_\_\_\_ for 3 1/3 semester unit of graduate level credit. Upon completion, I will receive a transcript from UC San Diego Division of Extended Studies.

\_\_\_\_\_ As an in-service course. I may request a PDI Grade Report to document my completion.

*\*This course is approved as 50 training hours, whether taken for graduate credit or in-service.*

Course Description:

Is your school a Google-centric environment? Do you use many of the apps in Google Workspace for Education? Do you wish you knew how to use Google apps to improve teaching and learning? This online course is designed to help teachers learn the basics of the most critical Google apps as well as how to integrate them into your classroom and curriculum. The course begins with an overview of the most popular Google apps as well as an introduction to technology configurations and integration. Then, we jump into an in-depth look at how to use the following apps within the context of the curriculum starting with the apps that help most with productivity including Drive, Docs, and Calendar. Then, the course moves to apps that can help students be more efficient including Search and Translate. Teachers will be introduced to apps that can be used in a wide variety of contexts in the classroom from teaching to simply making a teacher's life easier. These apps include Forms, Slides, Sheets, Keep, and Photos. The basics of two robust Google apps, Earth and Maps will be shared. Teachers will also learn how to effectively use Google Classroom and Sites to make their curriculum more accessible to students. The final step is putting it all together by integrating and using several Google apps into a single lesson. By the end of this course, teachers will be proficient in both using and integrating all the most popular Google apps.

Seeking approval for:

\_\_\_\_\_ recertification/relicensure

\_\_\_\_\_ personal and/or professional growth

\_\_\_\_\_ district or state requirement

Signature

Date