



TCSJ
Professional Learning Center
Course Syllabus

School Year:

2024-2025

Name and Contact Information for the Instructor of Record

Paul Gose, valleyteachersgroup@gmail.com

Instructor/s of Course:

Paul Gose and Ken Rickard

Course Dates/Times:

Online, Asynchronous

Estimated hours to complete the course: *(Approximately 15 hours of time = 1 unit)*

45 hours

Evaluation Criteria for Credit:

Participants are evaluated based on successful completion and submission of:

-Completion of all assignments and completion of "time log" of 45 hours.

-Upon completion a certificate of completion will be issued to be submitted to TCSJ for unit approval.

Primary Learning Outcomes

Participants will be able to:

- Use Google Sheets to promote, support, and model creative thinking and inventiveness.
- Demonstrate fluency in technology systems and engage all stakeholders using digital media to reinforce students' innovative achievements.
- Advance students' knowledge by incorporating digital tools in the classroom to expand their content learning.
- Design differentiated lessons that enable students to manage their own learning using digital resources.
- Use Google Sheets to communicate relevant information and ideas effectively to students, parents, and peers.

Assignments

Assignment #1 Orientation.

-Phone conversation or Zoom meeting with either Ken Rickard (209)648-4446 or Paul Gose (209)380-5546.

Assignment #2 Individualized Goals

-During or after the orientation create a list (digitally or on paper) of at least 4 goals or outcomes you want to achieve and/or demonstrate during the completion of the course.

You must create a [screencast](#) in which you demonstrate your ability to utilize the Google Sheets features listed below. Post your Screencast online ([Google Drive](#)) and email the link to VTG.

- **Show how to start a new Google Sheet and name it.**
- **Demonstrate basic cell text editing to your spreadsheet (change font/size/color, merge, align text, wrapping, etc.).**
- **Demonstrate that you can insert a row/column.**
- **Add a new sheet to a created file.**
- **Show that you can download as a PDF, Excel, or .CSV.**
- **Convert an Excel or .CSV file into a Google Sheet.**
- **If there are student names within your document, for confidentiality purposes, make sure that the names in your Sheet are blurred out in some fashion.**
- **Please include your audio voiceover that guides the screencast of the criteria throughout your video.**
- **Please use the naming convention <First and Last Name - Google Sheets 1 Badge> when titling your screencast video**
- **Post a shareable link of your created Google Sheet and your screencast. Please make sure that your video is set to be viewed by anyone as well.**
- **Create a new Google Sheet or collect responses that auto-creates a Google Sheet (i.e. from Google Forms).**
- **Capability to sort columns with a particular purpose (Alphabetizing...)**
- **Within your screencast, describe how you plan to use your data to drive instruction/create a plan of action.**
- **If there are student names within your document, for confidentiality purposes, make sure that the names on your Sheet are blurred out in some fashion.**
- **Please include your audio voiceover that guides the screencast of the criteria throughout your video.**
- **Please use the naming convention <First and Last Name - Google Sheets 2 Badge> when titling your screencast video**
- **Post a shareable link of your created Google Sheet and your screencast. Please make sure that your video is set to be viewed by anyone as well.**
- **Create a new Google Sheet or collected responses auto-creates the Google Sheet (i.e. from Forms)**
- **Capability to sort columns with a particular purpose (Alphabetizing...)**
- **Find and install an Add-on (autoCrat, Flubaroo, (g)Math...).**
- **Evidence of the product having used the Add-on (i.e email sent out to student/audience, results from running Flubaroo, etc...)**
- **Describe the purpose in choosing this specific Add-on for your data.**
- **If there are student names within your document, for confidentiality purposes, make sure that the names in your Sheet are blurred out in some fashion.**
- **Please make sure you talk over your screencast so it guides the viewer through the criteria in your video.**
- **Please use the naming convention <First and Last Name - Google Sheets 3 Badge> when titling your screencast video**

- **Post a shareable link of your created Google Sheet and your screencast. Please make sure that your video is set to be viewed by anyone as well.**

Title of Course: Google Sheets Mastery

Type of Course (Pick One): o 8000 Technology

Course Enrollment – How will people enroll? This course has open enrollment – please post on the TCSJ Professional Learning Center webpage – insert **enrollment link** for advertisement here: <https://valleyteachersgroup.com/courses-tcsj>

Course Description:

Students will receive customized/individual direct instructions to achieve satisfactory mastery of the skills described and completion of assignments. **Direct instruction will be provided as identified through initial orientation and weekly check-ins based on learning objective/assignment progress.**

This course provides educators of all grade levels and teaching experiences a self-guided experience exploring useful features and teaching tools in Google Sheets.

Course Enrollment Cost (if to be posted on PLC website – not unit cost):

\$199

Successful Course Completion: At the completion of the course, students who successfully finished the course will receive a certificate of completion that includes their name, course title and date

X Certificate

***** Unit rates subject to change without prior notice from TCSJ*****

This section to be completed by TCSJ Staff.

Approved by: *Lori Morgan*

Date: 4/25/2025

Units: 3

Price per Unit: \$85

Processed on (date): 6/5/25

Course #: 8035

Add to website? Yes

Added to Website (Initials, Date): 6/5/25

Course Registration Form (to purchase units) Link:

<https://www.forms.teacherscollegesj.edu/valleyteachersgroup>

Page 3 of 3