

Google Workspace Mastery:

Docs, Sheets, Slides, Forms & More

A 32-Week Faith-Integrated Technology Course for Grades 6–12

Real documents. Real data. Real skills. All built for God's glory.

8 UNITS | 32 WEEKS | 4 SESSIONS/WEEK | 1 FULL YEAR mastering the tools used in every college, business, ministry & career

What Your Student Gains

- ✓ Mastery of Google Docs, Sheets, Slides, Forms, Drive, Gmail & Calendar
- ✓ Real-world project portfolio built across all 8 units
- ✓ Professional document, spreadsheet & presentation skills
- ✓ Data collection & analysis using Forms + Sheets together
- ✓ Digital citizenship & online integrity rooted in faith
- ✓ Confidence for any classroom, job, or ministry role
- ✓ 2 live capstone presentations — Semester 1 & Final

GRADE-LEVEL EXPECTATIONS

- 6th–7th** Foundations & core features; guided step-by-step projects
- 8th–9th** Independent use of all apps; intentional design choices
- 10th–12th** Near-professional output; real-world capstone projects

"The deeper you learn to create well, the more you understand what it means to be made in the image of a Creator."

COURSE UNITS

UNIT 1

Google Drive & Organization

Cloud storage · Folder systems · Sharing & permissions · Version history

UNIT 3

Google Docs Advanced

Tables · Images & citations · Research papers · Professional templates

UNIT 5

Sheets Foundations

Spreadsheet basics · Data entry · SUM, AVERAGE, IF · Charts & graphs

UNIT 7

Forms & Gmail

Building forms · Analyzing responses · Professional email · Calendar

UNIT 2

Google Docs Foundations

Styles & headings · Formatting · Headers & footers · Collaborative editing

UNIT 4

Google Slides

Design principles · Themes & transitions · Charts & media · Capstone

UNIT 6

Sheets Advanced

VLOOKUP · Sorting & filtering · Conditional formatting · Budget projects

UNIT 8

Capstone & Digital Citizenship

Digital ethics · Capstone build · Peer review · Final presentations

STUDENT RECEIVES EACH WEEK

- Complete lecture notes to follow & annotate in class
- Student textbook chapter for independent reading
- Skill vocabulary list (self-quiz format)
- ♥ Faith reflection connecting skills to Scripture

Class Details

FORMAT	Live Zoom sessions with Ms. Arizona
LENGTH	32 weeks · 4 sessions/week · 30 min each
GRADES	6th–12th (fully differentiated)
PREREQ	None — basic computer & internet access
MATERIALS	Computer or Chromebook + free Google account
TOOLS	Google Workspace suite — all free
FAITH	1 Scripture anchor per week, woven throughout

THIS COURSE IS FOR STUDENTS WHO...

- › Want to use technology with skill and integrity
- › Ready to build real projects, not fill worksheets
- › Want faith and digital life to grow together
- › Preparing for college, careers, or ministry

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