



Course Code: C1259

Google Workspace Masterclass: Streamlining Your Digital Office

COURSE INFORMATION

Sessions
2 days

Duration
15 hrs

Level
Beginner

Assessment
NA

VENUE

12 Woodlands Square #07-85/86/87 Woods Square Tower 1, Singapore 737715. 5 mins walk from Woodlands (NS9) MRT station.

The venue is disabled-friendly.

WHAT'S THIS COURSE ABOUT

Topic 1 Overview of Google Workspace

Setup Google Workspace for your organization

Post and update content on Google Drive

Manage web content on Google Drive

Topic 2 Google Workspace Contents and Assets

Create and Curate Google Docs, Sheets, Slides

Maintain Google Forms, Jamboard, Gmail, Calendar, Meet

Maintain Google Sites

Topic 3 Google Admin and Add-ons

Reports on key metrics of your organization

Google workspace add-ons

Improve Google Workspace

COURSE FEE

Full Fee S\$600.00 Before GST

GST S\$54.00 9% of fee

Total Payable S\$654.00 Including GST

CERTIFICATION

- **Certificate of Completion from Tertiary Infotech** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Infotech.

REGISTRATION

<https://www.tertiarycourses.com.sg/google-workspace-masterclass-streamlining-your-digital-office.html>



SCAN TO REGISTER

SUPPORT

Email: sales@tertiarycourses.com.sg

Tel: +65 6100 0613

WhatsApp: <https://wa.me/6588666375>