



Course Code: TGS-2023018988

WSQ - Google Workspace for SMEs - Boosting Efficiency and Collaboration

Funding Available: WSQ SkillsFuture Credit PSEA UTAP SFEC Absentee Payroll MCES

COURSE INFORMATION

Sessions
2 days**Duration**
16 hrs**Level**
Beginner**Assessment**
2 hrs

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

WSQ FUNDING

Full Fee S\$800.00 Before GST

GST S\$72.00 9% of fee

Baseline Nett S\$472.00 SG/PR age 21+ · 50% funded · incl. GST

MCES / SME Nett S\$312.00 SG age 40+ · 70% funded · incl. 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.
- **OpenCerts from SkillsFuture Singapore** - After passing the assessment(s) and achieving at least 75% attendance, participants will receive an OpenCert (aka Statement of Achievement) from SkillsFuture Singapore, certifying that they have achieved the Competency Standard(s) in the above Skills Framework.

REGISTRATION

<https://www.tertiarycourses.com.sg/ws-q-google-workspace-for-smes-boosting-efficiency-and-collaboration.html>



SCAN TO REGISTER

SUPPORT

Email: sales@tertiarycourses.com.sg

Tel: +65 6100 0613

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