



Associate Google Workspace Administrator

Course description

This learning path guides you through a curated collection of on-demand courses, labs, and skill badges that provide you with real-world, hands-on experience using Google Cloud technologies essential to the Workspace Admin role.

Through a curated collection of on-demand courses, labs, and skill badges, you will gain real-world, applied experience with the Google Cloud technologies essential to the Workspace Admin role. This path focuses on the essential skills for the Google Workspace Administrator role, from managing users, services, and security within the Google Admin console.

Upon completion, you will be equipped with the skills validated by the Associate Google Workspace Administrator certification. Take the next step in your professional journey and demonstrate your expertise by preparing for the Google Cloud Associate Google Workspace Administrator exam.

- Course level: Associate
- Duration: 5 days

Activities

This course includes on-demand courses, labs, and skill badges, hands-on demonstrations, and interactive discussions to reinforce learning.

Course objectives

In this course, you will learn to:

- Configure organizational units and manage users and resources in Google Workspace.
- Enable, disable, and configure core Google Workspace services, including Gmail, Calendar, Drive, Meet, Chat, and Docs.
- Govern data using data loss prevention rules and Google Vault.
- Secure the Google Workspace environment with password policies, two-step verification, and the security investigation tool.
- Diagnose and troubleshoot common issues in Gmail, Calendar, Drive, and the Admin console using audit logs.

Intended audience

This course is intended for:

- IT administrators responsible for managing Google Workspace
- Professionals preparing for the Google Cloud Associate Google Workspace Administrator certification

Products covered

- Google Admin console
- Gmail
- Calendar
- Drive
- Meet
- Chat
- Docs
- Google Vault

Course outline

Google Workspace User and Resource Management

- This course was designed to provide an understanding of user and resource management in Google Workspace. Learners will explore the configuration of organizational units to align with their organization's needs, along with managing various types of users and resources.
(On-demand pace: approximately 4 hours 30 minutes)

Google Workspace Core Services

- This course was designed to give learners a comprehensive understanding of Google Workspace core services. Learners will explore enabling, disabling, and configuring settings for these services, including Gmail, Calendar, Drive, Meet, Chat, and Docs, and learn how to deploy them across their organization. (On-demand pace: approximately 9 hours 15 minutes)

Google Workspace Data Governance

- This course equips learners with skills to govern data within their Google Workspace environment. Learners will explore data loss prevention rules in Gmail and Drive to prevent data leakage, then learn how to use Google Vault for data retention and eDiscovery. (On-demand pace: approximately 2 hours 45 minutes)

Google Workspace Security

- This course empowers learners to secure their Google Workspace environment. Learners will implement strong password policies and two-step verification to govern user access, then utilize the security investigation tool to proactively identify and respond to security risks. (On-demand pace: approximately 6 hours 30 minutes)

Google Workspace Troubleshooting

- This course was designed to prepare Google Workspace Administrators to troubleshoot common Google Workspace issues. Learners will practice diagnosing and resolving problems in Gmail, Calendar, and Drive, navigate the Admin console, and analyze audit logs. (On-demand pace: approximately 3 hours 45 minutes)

Certification details

Upon completion, participants will be equipped with the skills validated by the Associate Google Workspace Administrator certification and can proceed to the official Google Cloud certification exam.