



Google Workspace administrator



Access to Interview Opportunities with Top Companies



Industry-Relevant Curriculum Designed and Taught by Industry Experts



Hands on Project and Industry Specific Tools



Dedicated Career Support and Interview Preparation



Post Graduate Certificate from Great Lakes Executive Learning



Choosing Google Cloud Platform (GCP) in the IT industry offers a range of benefits. GCP is known for its robust infrastructure, global network, and advanced data analytics capabilities. It stands out with its data and machine learning services, providing cutting-edge tools for AI and analytics projects. Google's expertise in handling massive datasets, coupled with its serverless computing options, makes GCP an attractive choice for organizations focusing on scalability and innovation. Additionally, GCP's commitment to open-source technologies and its emphasis on sustainability align with the values of many modern businesses. With a strong global presence, security measures, and a competitive pricing model, GCP is well-suited for enterprises seeking a reliable and forward-looking cloud platform.





The Program helps you do grow and bloom in Industry and developed by best-in-class industry experts. It offers a blend of online learning with live and recorded lectures along with access to dedicated career support and rewarding job opportunities.

LEARN ONLINE ANYTIME, ANYWHERE

Learn from live masterclasses by top industry leaders and online lab sessions every week, along with 100+ hours of learning content.

WEEKLY ONLINE MENTORSHIP FROM EXPERTS

Get assistance on projects and reinforce the concepts you learn through weekly mentorship sessions.

NETWORK WITH LIKE-MINDED PEERS

Interact with peers from diverse backgrounds and

grow your professional network.

DEDICATED PROGRAM SUPPORT

Access dedicated support on your learning journey and resolve for all your queries with help from a dedicated Program Manager.



A fresh graduate or a working professional looking to up-skill and build a career.



LEARNING PLAN

Google Workspace administrator

1.Introduction to Google Workspace

1.1 Overview of Google Workspace and its core applications.

1.2 Understanding the benefits of using Google Workspace for organizations.

2.Google Workspace Setup

2.1 Domain registration and verification.

2.2 Configuring DNS settings for Google Workspace.

2.3 Setting up user accounts and organizational units (OUs).

3.User Management

3.1 Creating and managing user accounts.

3.2 Assigning licenses and permissions.

3.3 Password policies and security settings.

3.4 User provisioning and deprovisioning.

4. Security and Compliance

4.1 Security best practices for Google Workspace.

4.2 Two-factor authentication (2FA) and single sign-on (SSO).

4.3 Data loss prevention (DLP) policies.

4.4 Audit logs and reporting.

5. Email Management

5.1 Configuring Gmail settings.

5.2 Spam and malware protection.

5.3 Email routing and forwarding.

6. Calendar and Collaboration Tools

6.1 Managing Google Calendar settings.

6.2 Sharing and collaborating on Google Docs, Sheets, and Slides.

6.3 Managing Google Drive storage and access.

7.Mobile Device Management (MDM)

7.1 Configuring mobile device policies.

7.2 Enforcing security settings on mobile devices.

7.3 Mobile app management

8.Google Meet and Chat

8.1 Setting up and managing Google Meet for video conferencing.

8.2 Using Google Chat for real-time communication.

8.3 Integration with Calendar.

9.Data Migration

9.1 Migrating data from legacy systems to Google Workspace.

9.2 Data transfer and synchronization tools.

10.Updates and New Features

10.1 Staying informed about Google Workspace updates

10.2 Managing feature releases within your organization.

11. Billing and Cost Management

11.1 Managing billing and subscription details.

11.2 Cost optimization strategies.

12, Advanced Configuration (Optional)

12.1 Customizing organizational settings.

12.2 API integrations and automation.

12.3 Advanced security configurations.



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