

OUR LEARNING EXCLUSIVE

- Custom exam prep software and materials
- Course-specific thinQtank[®] Learning publications to make the learning fun and engaging
- Hands-on labs in the Google Workspace Admin console
- **We do not teach the test.** We always deliver valuable hands-on experience
- All reading material and study guides sent to you when you register
- Every course taught by Google Cloud-certified practitioners
- Six months mentoring access to our engineers after the course

TRAINING CAMP FORMAT

thinQtank[®] Learning delivers this course as a **three-day instructor-led training camp**, Monday to Wednesday. About 50% lecture and 50% hands-on labs. Contact us for the schedule covering your dates.

PREREQUISITES

- No certification is required
- 6 months of Google Workspace Super Admin experience in a real or test environment; hands-on experience with Business Plus edition and knowledge of Enterprise edition features and functionality (Google's recommendation)

TARGET AUDIENCE

- IT administrators
- Systems administrators
- Help desk / technical support engineers
- Collaboration engineers

CERTIFICATION

This course prepares you for the Google Cloud Associate Google Workspace Administrator certification exam.

Delivery	Online proctored or Pearson VUE test center
Format	50–60 questions, 120 minutes
Exam fee	\$125, set by Google Cloud
Renewal	Valid 3 years

COURSE OVERVIEW

thinQtank[®] Learning is offering a unique three-day training camp comprised of three days of instructor-led learning that gives students the knowledge and skills needed to manage users, domains and the directory, configure core Google Workspace services, apply data governance and compliance controls, enforce security policies and access controls, manage browsers and endpoints, and monitor and troubleshoot common issues.

The camp follows the six sections of the current Google Cloud Associate Google Workspace Administrator exam guide, with hands-on labs in the Google Workspace Admin console throughout.

This course prepares you for **the Google Cloud Associate Google Workspace Administrator certification exam.**

WHAT YOU WILL BE ABLE TO DO

- Manage the user life cycle, organizational units, groups, domains, buildings and resources
- Configure Gmail, Drive and Docs, Calendar, Meet and Chat
- Use generative AI for Google Workspace and support Workspace development
- Use Google Vault, DLP rules, Drive trust rules and data classification for governance and compliance
- Secure user access and investigate security risks and events
- Manage mobile devices and Chrome browsers
- Diagnose and resolve common Workspace issues using reports, audit logs and support resources

EXCLUSIVE LEARNING PACKAGE

- Associate Google Workspace Administrator reading plan and review guide
- Associate Google Workspace Administrator practice exams
- Lab guide you keep after the course
- Course video recordings for review

DELIVERY METHODS

- Instructor-led training
- Immersive live-online training
- On-site and custom delivery

GOOGLE CLOUD CERTIFICATION PATHS				
Foundational Cloud Digital Leader · Generative AI Leader Business, sales and non-technical roles	Associate Cloud Engineer · Workspace Admin · Data Practitioner Hands-on admins and early-career engineers	Infrastructure & Apps Architect · Developer · DevOps · Network · Database Architects, developers and operators	Data & AI Data Engineer · ML Engineer · Agentic Architect Data and AI builders	Security Cloud Security Engineer · Security Operations Engineer Security engineers and SOC teams
COURSE MODULES				
01 Managing the User Life Cycle	02 Organizational Units and Groups	03 Domains, Buildings and Resources	04 Configuring Gmail	05 Drive, Docs, Calendar, Meet and Chat
06 Google Vault, eDiscovery and Retention	07 Gemini for Google Workspace and Workspace Development	08 DLP, Drive Trust Rules and Data Classification	09 Securing User Access	10 Security Reporting, Auditing and Third-Party Apps
11 Managing Mobile Devices and Chrome Browsers	12 Monitoring and Troubleshooting	13 Exam Review		
EXAM DOMAINS				
Managing user accounts, domains, and Directory				20%
Managing core Workspace services				23%
Managing data governance and compliance				15%
Managing security policies and access controls				20%
Managing browsers and endpoints				10%
Monitoring and troubleshooting common issues				13%

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LEARNING

TERMS

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