

# Smart with Google Workspace and AI

**SOA: Technology Application**

## Description

This course equips adult learners, mid-career switchers, administrative staff, and team leads with the skills to confidently use new technologies, such as Google Workspace and Gemini AI. These tools improve daily communication, collaboration, and productivity at work. Participants will learn how to navigate and apply core applications—including Gmail, Drive, Docs, Sheets, Slides, Calendar, Meet, Chat, and Gemini—to real-world office scenarios. By the end of the course, learners will be able to independently use these tools to carry out common workplace tasks more efficiently and confidently.

## Who is this Course For?

Office workers, business owners, and mid-career professionals.

## Course Objectives

By the end of this course, learners will be able to:

- Identifying the different collaboration tools in the Google Workspace.
- Utilising Google Workspace and Gemini AI for specific tasks.
- Analysing potential risks and best practices for safe collaboration.
- Evaluating the effectiveness of use of Google Workspace applications.
- Identifying and reporting common file access Issues using Gemini AI assistance

## Academic Pre-requisites

Participants are expected to have a minimum of the following:

- Able to read, write, speak, and listen to Basic English.
- Able to operate essential Windows applications, a computer, keyboard, and mouse.
- Lower Secondary Education

Course Duration

**16 Hours**

Course Reference No.

**TGS-2026061291**

Mode of Training

**Classroom**

Funding Validity

**Till 04 Jan 2028**

**Full Fee \$900**

(Subject to 9% GST)

Pricing	Funding	Nett Fee (After GST)
<b>SME OR SINGAPOREAN AGE 40 AND ABOVE</b>	<b>70%</b>	<b>\$351</b>
<b>NON-SME OR SINGAPOREAN AGE 21 TO 39 OR PR</b>	<b>50%</b>	<b>\$531</b>

Subsidies available: SFC, SFEC, PSEA

*As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.*



# Course Content

## **Learning Unit 1: : Discovering Google Workspace and Digital Collaboration Tools**

- Overview of Emerging Technologies in the Workplace
- Introduction to Google Workspace Suite
- Understanding the Integration of Google Workspace Tools and Gemini AI for Seamless Team Communication
- Composing Professional Emails Using Gmail
- Creating, Sharing, and Collaborating on Documents
- Scheduling and Managing Meetings

## **Learning Unit 2: Utilising Google Workspace and Gemini AI for Everyday Tasks**

- Using Gemini AI to Generate Summaries and Automate Workflow Tasks
- Understanding Sharing Permissions and Access Level
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## **Learning Unit 3: Assessing Digital Risks and Best Practices for Safe Collaboration**

- Safe Sharing Practices and External Collaboration Considerations
- Applying Best Practices for Minimising Errors
- Measuring Digital Productivity and Efficiency Using Google Tools

## **Learning Unit 4: Developing and Applying the Performance Metrics for Using Google Tools and Gemini A**

- Building Autonomous Agents
- Evaluating Tool Usage Based on Task Completion and Collaboration Outcomes
- Organising Shared Folders and Applying Consistent Naming Conventions
- Managing Access Rights and Collaborator Roles

## **Learning Unit 5: Managing System Process and Reporting Faults Effectively**

- Identifying and Reporting Common File Access Issues Using Gemini AI Assistance

