

Associate Google Workspace Administrator

This associate-level course prepares you for the Google Workspace Administrator certification exam. IT support specialists and junior sysadmins will learn to manage users, configure apps like Gmail and Drive, and apply data and security policies across Google services. Build real, job-ready admin skills in the Google ecosystem.

[CBT Nuggets course material](#) →

WEEK 1

Initial Setup and Configuration

Plans, Payments, and Picking Properly

Email address Catch 22

Domain Options

Limitations for which to Be Prepared

Validation

Setting Up Gmail Security and Deliverability

Intro

MX Records

SPF Records

DKIM (Domain Keys Identified Mail)

DMARC - Guidelines and Expectations

Validation

Local User Account Life Cycles

Intro

Manually Creating Users

Modifying User Accounts

Deleting, Suspending, Restoring, and Archiving Accounts

Administering Passwords

Licenses and Unmanaged Accounts

Validation

External Account Management

Intro

Directory Info and Authentication

WEEK 2

Google Cloud Directory Sync (GCDS)

Google Directory Sync (or "Directory Sync")

Single Sign-on (SAML)

Some Common Products

Validation

Organizational Units

Intro

OUs and Inheritance

Best Practices

Access Groups

Configuration Groups

Validation

Managing Groups

Intro

Group Hierarchy - Groups of Groups

Creating and Managing Distribution Lists

Share Mailboxes (Collaborative Inbox)

Dynamic Groups

Security Groups

Validation

Managing Buildings and Resources

Intro

Buildings

Resource Features

Resources

WEEK 3

Resource Calendar Permissions and Sharing
Validation

Configuring Gmail App

Data Migration Options

Split Delivery and Dual Delivery

Configuring Safety Features for Incoming Email

IMAP, POP3, and Email Delegation Options

Compliance Footers and Content Filters

Validation

Configuring Google Drive

Intro

Default Sharing Options

Sharing Policy Management

Target Audiences

Custom Templates for Google Docs

Offline Access, Ownership Transfer, and Google Drive for Desktop

Shared Drives and Quotas

Validation

Google Calendar Configuration and Management

Organization-wide Calendar Settings

WEEK 4

Managing Resources

Delegating Calendar Access to Another User

Shared Calendars for Teams

Transferring and Cancelling Events and Calendars

Validation

Configuring Google Meet

Intro

Enabling or Disabling Google Meet

Safety Settings

Video Settings

Streaming Google Meet

Validation

Configuring Google Chat

Intro

Enabling and Disabling Chat

Spaces

Google Chat Admin Settings

Chat Invites and External Access

Chat Apps

Validation

Gemini for Google Workspace Deployment

Intro

Enabling Gemini

Assigning Licenses

WEEK 5

Gemini in All its Glory

Gemini Alpha Features

Monitoring Gemini Adoption

Validation

Supporting Workspace Development

Intro

AppSheet and Licensing

AppSheet Access per Organization or OU

But Also, Admin Happens Elsewhere

Actually Using AppSheet

Apps Script

Validation

Using Google Vault

Intro

Archive User Licenses & Data Retention

Default Retention Policies

Custom Retention Policies

Creating Matters and Holds

Audit Reports

Validation

Data Loss Prevention (DLP)

Intro

Gmail Content Compliance vs DLP Rules

Preventing Unauthorized Sharing or Loss

Automatic DLP Rules

WEEK 6

App-specific DLP Rules

DLP Notifications

Validation

Google Drive Trust Rules

Intro

Google Drive Share Settings vs Trust Rules

Limit Sharing to Specific OU Groups, Domains, or Users

Blocking Sharing with Certain OU Groups, Domains, or Users

Sharing with Visitors and External Users

Validation

Data Storage and Export Configuration

Intro

Individual Item Exports

Google Takeout

Data Export Tool

Legal Compliance and Storage Locations

Validation