

SEVEN BOATS ACADEMY

GOOGLE WORKSPACE, DATA MIGRATION & AI PRODUCTIVITY MASTERCLASS

 **Next-Gen Productivity & AI Innovation:** Elevate your enterprise operations. From foundational Google Workspace setup, essential account settings, and seamless legacy Data Migration to Sheets Data Engineering and cutting-edge AI integrations (Gemini for Workspace, NotebookLM & Google AI workflows), this course equips professionals and business leads with future-proof productivity skills.

PROGRAM TRACKS & FEE STRUCTURES

STANDARD TRACK

Core Google Workspace

Duration: 2 Months

Frequency: Weekly 2 Days (1.5 - 2 Hrs/Class)

Mode: Live Interactive + Recording Access

Regular Fee: ~~INR 10,000~~

Special Offer: **INR 9,000**

Workspace Setup, Core Tools & Collaboration

ADVANCED TRACK

Workspace, Data Migration & AI

Duration: 3 Months

Frequency: Weekly 2 Days (1.5 - 2 Hrs/Class)

Mode: Live Interactive + Priority Vault Access

Program Tuition: **INR 15,000**

Setup + Migration, Sheets Engineering & AI

DETAILED COURSE SYLLABUS

Module 1: Google Workspace Setup & Fundamental Settings **BOTH TRACKS**

- **Account & Environment Setup:** Workspace onboarding, primary vs. secondary domain setup, user creation, and Organizational Unit (OU) structure.
- **Fundamental Settings & Security:** Configuring central Admin Console navigation, global security policies, 2FA enforcement, user profile preferences, and account recovery options.
- **Cloud Storage Architecture:** Setting up Google Drive ecosystems, desktop syncing, shared drive governance, and domain-level sharing permissions.

Module 2: Gmail Communication & Workspace Collaboration **BOTH TRACKS**

- **Inbox Zero Protocols:** Advanced search operators, automated filters, priority inbox routing, labels, signatures, and email templates.
- **Collaborative Productivity Suite:** Google Docs real-time editing, Google Slides presentation engineering, Forms auto-grading, Calendar scheduling, and Meet/Chat integrations.

Module 3: Seamless Data Migration Strategies **ADVANCED EXCLUSIVE**

- **Legacy System Migration:** Migrating corporate data from Outlook/Exchange (PST/MBOX) to Gmail, and local server files/OneDrive/Dropbox to Google Drive.
- **Domain Identity & Validation:** MX record configuration, SPF/DKIM/DMARC authentication, bulk user provisioning, and data export/import auditing.

Module 4: Google Sheets Data Engineering ADVANCED EXCLUSIVE

- **Advanced Data Modeling:** Conditional formatting, custom data validation, dropdown systems, and protection locks.
- **Formula Mastery:** Corporate lookup and dynamic formulas (VLOOKUP, XLOOKUP, IMPORTRANGE, QUERY, ARRAYFORMULA, IF/IFS).
- **Analytics & Reporting:** Pivot Tables, calculated fields, dynamic charts, and automated Google Forms data pipelines.

Module 5: Next-Gen AI Integration (Gemini, NotebookLM & Google Flow) AI MASTERCLASS

- **Gemini for Google Workspace:** AI draft generation in Gmail & Docs, automated formula writing and pattern detection in Sheets, and prompt-driven slide creation.
- **NotebookLM for Corporate Intelligence:** Uploading Workspace docs/PDFs to NotebookLM to create interactive company knowledgebases, instant Q&A agents, and automated audio/text executive summaries.
- **Google Flow & AI Workflows:** AI-driven prompt engineering for administrative automation, email-to-task routing, and smart workflow orchestration.

Module 6: Security Protocols & Marketplace Automation ADVANCED EXCLUSIVE

- **Enterprise Administration:** Password policies, app passwords, device management, and admin audit logging.
- **No-Code & Marketplace Automation:** AppSheet/Apps Script introduction, mail merge extensions, e-signature tools, and CRM add-ons.

TRACK COMPARISON MATRIX

Modules & Capabilities	Standard Track (INR 9,000)	Advanced Track (INR 15,000)
Duration & Class Cadence	2 Months (Weekly 2 Days)	3 Months (Weekly 2 Days)
Google Workspace Setup & Fundamental Settings	✔ Full Coverage	✔ Full Coverage
Google Drive, Gmail, Docs, Slides & Forms	✔ Full Coverage	✔ Full Coverage
Calendar, Meet, Keep & Tasks Sync	✔ Full Coverage	✔ Full Coverage
Data Migration (Outlook/OneDrive/Server to Cloud)	✘ Not Included	✔ In-Depth Implementation
Google Sheets Data Engineering (VLOOKUP, QUERY, Pivots)	Basic Concepts	✔ Full Advanced Mastery
AI Integration (Gemini, NotebookLM & Google Flow)	✘ Not Included	✔ Dedicated AI Module
Certification Issued	Workspace Professional Certificate	Advanced Workspace & AI Specialist Cert.

THE SEVEN BOATS ACADEMY ADVANTAGE

- **15+ Years of Industry Leadership:** Learn directly from active professionals who deploy these exact cloud and AI systems for top corporate clients worldwide.
- **Practical & Application-Based:** Hands-on labs requiring students to configure Workspace settings, perform live data migrations, write Sheets formulas, and build custom AI workflows.

- **Backup Recording Access:** All live sessions are recorded and archived for convenience and step-by-step revision.
- **Official Certification:** Walk away with an industry-recognized credential proving your operational mastery in cloud workspace administration, data engineering, and AI productivity.

Seven Boats Academy

Diamond Arcade, Kolkata | **Centres:** Nagerbazar | Bhowanipore | Khardaha

Inquiries & Admissions Support: academy@7boats.com | www.7boats.com/academy | +91 80170 49042