EXPRESS GRANT PROGRAM
For SMALL BUSINESS
Free to Qualified Agencies
Incumbent Worker Training

Google Workspace

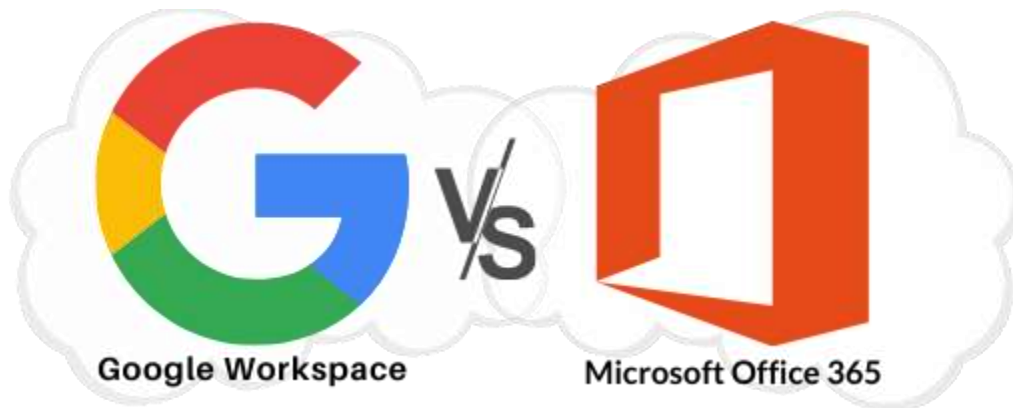OPERATION ABLE

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All Operation ABLE training classes are activity-based and taught by a live instructor. You can attend training live online at the scheduled time the course is offered through a screen-sharing software called Zoom (free for you). Our live online instructors teach you from a remote location while you attend from your home or work. Once health issues permit us to interact with students in a traditional classroom setting, you may schedule on-site training in our Boston computer labs or at your corporate location.

Online Course Requirements:
- You should have basic computer knowledge.
- Ensure that Microsoft Office is installed on your Windows PC computer. The MS Office Versions That Are Applicable: 2019, 365, 2016, & 2013
- Not Appropriate For: Macintosh versions of MS Office or Tablets
- Instructors use Microsoft Office version 365 (Microsoft Windows PC) Software and Courseware

Course Listing Footnotes
- These courses have been approved by Commonwealth Corporation effective 8/10/2021
- These courses are eligible for state funding through a grant. Please call Steve at 617-501-2151 for assistance with a grant to fund courses.
- Course can be customized to your training needs
- Course is scheduled based on dates you provide (Subject to instructor availability)
- We usually require about 4 weeks lead-time to arrange a training session
- All six-hour courses can be done over 1, 2, or 3 days

Course Pricing
- Per person or group rates prices to suite all your needs. (See each course for alternatives)
- When selecting training curriculum, please choose the course number appropriate for each pricing alternative

Google Workspace Applications

Google Workspace

Group Rate: $1,800	Per Person Rate: $250 (Min. of 4 attendees)
Course Number: 1131668	Course Number: 1132103
This six-hour course can be done over 1, 2, or 3 days	

Prerequisite: You should have basic computer knowledge.

Course Objective: Google has made available a wide array of applications. At its core are Google Drive, Docs, Sheets and Slides. Because they are online, you have access anywhere you have the Internet. The most powerful feature is the ability to share documents with others. This course is designed to give an introduction into each of the 4 major tools. No prerequisite

Proficiency in key features of the Google Workspace platform:

- Drive
- Gmail
- Docs
- Sheets
- Slides

Operation ABLE contacts for the
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