Empowering Senior High School Students Through Google Workspace Training: Advancing Quality Education and Vocational Skills Development

MAC Laboratory, UPHSL
January 27, 2025

In support of United Nations Sustainable Development Goal 4 (SDG 4): Quality Education, particularly the promotion of technical and vocational skills for employment, decent work, and lifelong learning, the University of Perpetual Help System Laguna (UPHSL), through its College of Computer Studies, conducted a specialized Google Workspace training program for Senior High School students of Biñan City Senior High School – West Campus.

The training was organized to equip the participating students with essential digital competencies and practical technological skills before their deployment to their respective departments for their work immersion or assigned training activities. Recognizing the increasing importance of digital literacy in today's academic and professional environments, the College of Computer Studies provided hands-on instruction and guided learning activities focused on the effective utilization of various Google Workspace applications, namely Google Docs, Google Forms, Google Sheets, and Google Slides.

Throughout the training, students were introduced to the fundamental features and practical applications of these digital tools. Through Google Docs, they learned how to create, edit, and format professional documents. Google Forms provided them with the knowledge to develop online forms, gather information, and conduct basic surveys. Through Google Sheets, they gained familiarity with organizing data, performing basic computations, and managing information using spreadsheets. Meanwhile, Google Slides introduced them to creating and presenting organized, visually engaging presentations. These competencies are particularly relevant to the administrative, academic, and operational tasks that students may encounter during their exposure to different university departments and future workplace environments.

Beyond familiarization with digital applications, the initiative aimed to strengthen the students' confidence, adaptability, problem-solving abilities, and readiness to perform technology-assisted tasks. By providing practical training before their actual departmental deployment, UPHSL helped bridge the gap between classroom-based learning and workplace expectations. The activity also emphasized the importance of developing transferable skills that students can apply not only during their work immersion but also in their future academic pursuits, employment opportunities, and professional careers.

As recognition of their participation and successful completion of the training, the students will receive a Certificate of Completion and a Digital Badge. These credentials will serve as tangible documentation of the digital competencies and skills they have acquired. The digital badge, in particular, may be included in their personal portfolios, digital profiles, and future employment credentials, allowing them to demonstrate their exposure to relevant workplace technology and their commitment to continuous skills development.

This initiative demonstrates UPHSL's commitment to extending its educational resources and technical expertise beyond its own student population by supporting the learning and professional preparation of students from other educational institutions. Through the collaboration between the College of Computer Studies and Biñan City Senior High School – West Campus, the University contributed to strengthening the digital capabilities of young learners and preparing them for the demands of an increasingly technology-driven society.

The activity directly supports SDG 4, particularly Target 4.4, which calls for a substantial increase in the number of youth and adults who possess relevant skills, including technical and vocational skills, for employment, decent jobs, and entrepreneurship. By providing accessible, practical, and industry-relevant digital training, UPHSL helped equip Senior High School students with foundational competencies that can improve their employability and prepare them for further education and workplace participation.

Furthermore, the program reinforces the importance of partnerships among educational institutions in advancing inclusive and equitable quality education. It reflects the University's recognition that quality education goes beyond the delivery of academic instruction; it also involves providing learners with meaningful opportunities to acquire practical skills, explore technological tools, and develop the competencies necessary to succeed in the modern workplace.

Through this initiative, UPHSL, particularly its College of Computer Studies, continues to demonstrate its dedication to community engagement, knowledge sharing, and skills development. By empowering Senior High School students with relevant digital competencies before their workplace deployment, the University contributes to building a more digitally capable, skilled, and employment-ready generation, in line with the global commitment to Quality Education and Lifelong Learning for All under SDG 4.

