

Training Guide

Microsoft



FUNDAMENTALS COMPACT VERSION

Trainer: Ing. Urwin W. Staphorst MBA

Microsoft Certified Trainer
Microsoft Azure Administrator

Co-Trainer: Chandani Ramgolam



1. MICROSOFT OFFICE 365 ADMINISTRATION BASIC (MS365F)

The online (blended) course MS365F is a highly practical course that describes a set of best practices for (upcoming) Microsoft Office 365 Administrators. Shared understanding of the key concepts and terminology of MS365F is critical to the effective use of communication to address real-world DIGITAL/ CLOUD challenges.

2. Entry level

To follow the MS365F course, students must have basic Windows Operation System knowledge.

3. Learning objectives

The learning objectives are depicted below.

1. Managing administrative access in Microsoft 365
2. Managing user and group objects in Microsoft 365
3. Managing password policies in Microsoft 365
4. Configuring client access policies
5. Administering and managing Teams
6. SharePoint Online management
7. Configuring and administering email security in Office 365
8. Azure AD Connect management
9. Troubleshooting security and compliance in Office 365

4. Intended domain competences IMIT blended course MS365F

The starting point is that the student not only learns which MS365F theories and concepts are applied but that he or she also learns to look critically at the applicability in practice. MS365F consists of the following components:

- Lesson plan: lectures, cases & practical assignments
- Digital Literature
- Practical and Online Sessions
- Theoretical Exam
- Practical Demo Exam, Presentation

INVESTMENT: ALL-IN USD 600

5. Study load

The study load for the course MS365F is 168 hours:

Duration: 26 contact hours (included examination) on average one 3 hours sessions per week.

Please note: The study load mentioned here is only a rough indication! The number of hours actually to be spent per student depends on individual skills, experience, commitment, focus, participation during lectures and group assignments and the degree of being able to work independently.

6. About the trainer

About the Trainer

Ing. Urwin W. Staphorst MBA – Microsoft Certified Trainer

Highly motivated and focused team player who can also work independent and specialized in Microsoft Training, the development of new projects, with strong skills in system design and development. With a Bachelor degree in Information Master of Business degree under his belt, he is also authorized by Microsoft as a Microsoft Certified Azure Administrator and a Microsoft Certified Trainer (MCT) ever since 2000.



About the Co-Trainer

Chandani Ramgolam

Chandani has 5 year's experience as Microsoft Office 365 Administrator, in-depth knowledge of Office 365 Share point, Office 365 Outlook, Microsoft Office 365 Teams and has worked with many different vendors.

Accreditation/ Certification/ Recognition

MS365AB is an integral part of the IMIT education program accredited by the "National Orgaan voor Accreditatie" (NOVA). The successful completion of the course entitles non-IMIT students an IMIT (sub) certificate. IMIT is recognized by The Ministry of Education, Science and Culture (MINOWC).

Paramaribo, February 12, 2022

IMIT

Studie Coördinator
Ing. Urwin W. Staphorst MBA

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