

Training Guide

Microsoft



FUNDAMENTALS

CUSTOM-PRIVATE-COMPACT

Lecturer: Dr. Ing. Urwin W. Staphorst MBA

Microsoft Certified Trainer
Microsoft Certified Azure Administrator

Classical Trainer: Ing. Prithvi Odit
Practical Assist: Shelsia Djojowitjono
Technical Assist: Ing. Johan Kalpoe BSc



1. MICROSOFT 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, participants must have intermediate knowledge Windows.

3. Learning objectives

The learning objectives are depicted below.

1. Managing administrative access in Microsoft 365 Azure CLOUD
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 Microsoft 365
8. Managing Outlook, E-mail, Agenda in Microsoft Office 365
9. Managing synchronization with your smartphone or tablet
10. Troubleshooting security and compliance in Microsoft Azure 365 Architecture

4. Intended domain competences IMIT blended course MS365F

The starting point is that the participant 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 components:

- Lesson plan: lectures, cases & practical assignments
- (Digital) Literature and Recordings
Book: Microsoft 365 and Share Point Online (Dominic Ten Hag 2026)
- Practical and Online Sessions: Real-life InterVision Sessions
- Theoretical Exam (*Session 11*)
- Practical Demo Exam, Presentation (*Session 12*)

5. Study load

The study load for the BLENDED course MS365F is 224 hours:

Duration: 12 weeks/ 30 contact hours (included examination) on average two 2.5 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.

Accreditation/ Certification/ Recognition

MS365F is an integral part of the IMIT education program accredited by the “National Orgaan voor Accreditatie” (NOVA). The successful completion of the course entitles participants an IMIT (sub) certificate. IMIT is recognized by The Ministry of Education, Science and Culture (MINOWC).

INVESTMENT: ALL-IN USD 950

6. About the Lecturer

Dr. Ing. Urwin W. Staphorst MBA – Microsoft Certified Trainer
Highly motivated and focused team player who can also work independent and specialized in the development of new projects, with strong skills in system design and development. He is also authorized as a Microsoft Certified Azure Administrator.



About the Classical-Trainer

Ing. Prithvi Odit, A dedicated IT Supervisor with 7 years of experience in managing and optimizing business-critical applications, data processes, and IT systems. Specialized in application management, data reporting, system integrations, and test coordination, with strong expertise in compliance (ISO 9001 & ISMS), robotic process automation (RPA), business process improvement and Microsoft Office 365 and Microsoft 365.

About the Practical-Trainer

Shelsia Djojowitjono has 5 years' experience in managing and optimizing business-administration, in-depth knowledge of Microsoft Office 365 Share point, Office 365 Outlook, Microsoft 365 Teams and much more.

About the Technical-Trainer

Ing. Johan Kalpoe BSc

Johan has experience with advanced IT systems as well as Networking concepts on an Administrator level. He has 7 years' experience as Microsoft 365 Administrator, in-depth knowledge of Office 365 Share point, Office 365 Outlook, Microsoft 365 Architecture and has worked with many different vendors.

Program

Course Time	Date	Course/Subject	Material
1 Session	@imit	Managing administrative access in Microsoft 365 Azure CLOUD	INTRODUCTION
5 -7.30 PM		Course/subject	Material
2 Session	online	Managing user and group objects in Microsoft 365	
5 -7.30 PM		Course/subject	Material
3 Session	online	Managing password policies in Microsoft 365	
5 -7.30 PM		Course/subject	Material
4 Session	@imit	Configuring client access policies/ SharePoint Online management	
5 -7.30 PM		Course/subject	Material
5 Session	online	Administering and managing Teams	
5 -7.30 PM		Course/subject	Material
6 Session	@imit	Midterm Evaluation	
5 -7.30 PM		Course/subject	Material
7 Session	@imit	Configuring and administering email security in Microsoft 365	
5 -7.30 PM		Course/subject	Material
8 Session	online	Managing Outlook, E-mail, Agenda in Microsoft Office 365	
5 -7.30 PM		Course/subject	Material
9 Session	@imit	Troubleshooting and Managing synchronization	
5 -7.30 PM		Course/subject	Material
10 Session	online	Review/ Evaluation/ Examination	

Subject to change 1-5-26

Technical Requirements: Windows * Laptop i5+ / 8+ GB memory