

# WSQ Microsoft 365 & Copilot for Data Management

## Course description

This course offers a comprehensive journey through Microsoft 365 and Copilot for Data Management, structured in eight sequential learning units. Starting with an introduction to the ecosystem and foundational knowledge, it progresses to practical applications like data storage, sharing, and utilisation with tools like OneDrive and SharePoint. The curriculum then delves into updating compliance policies, managing sensitive data with advanced features, and auditing data management processes. It culminates with enhancing data handling procedures, establishing compliance processes, and ensuring the adoption of data policies and practices across the organisation.

## Target Audience

This course is designed for the following audience groups:

- (1) corporate marketers who are familiar with traditional marketing channels but would need to upgrade themselves for the digital world;
- (2) young and tech savvy digital native marketers who are looking to build upon their basic knowledge on YouTube marketing to better engage their customers via another digital marketing platform;
- (3) professionals and small enterprise owners who are seeking to leverage on digital marketing strategies to increase the



**Course Code:** TGS-2024047014  
**Course Duration:** 3 days, 9am – 7pm  
(22 hours of training, 2 hour of assessment)

**Course Dates:** <https://asktraining.com.sg/course-schedule/>

# Course Objectives

Upon completion of this course, trainees should be to:

- Use Microsoft 365 and Copilot to develop a data management system that improves retrieval, ownership, and efficiency in the organisation.
- Apply security and compliance protocols in Microsoft 365 and Copilot to safeguard data and meet standards.
- Utilise Microsoft 365 tools to develop and implement data storage and sharing strategies that optimise access and collaboration within the organisation.
- Employ Microsoft 365 and Copilot for efficient compliance monitoring and adherence to legislation.
- Utilise Microsoft 365 and Copilot to protect sensitive information and ensure data integrity.
- Determine gaps in data management using Microsoft 365 and Copilot insights to boost security, compliance, and efficiency.
- Evaluate data handling procedures in the organisation by using Microsoft 365 and Copilot.
- Apply Microsoft 365's audit features and Copilot's automation capabilities to ensure adherence and improve data governance.
- Use Microsoft 365 and Copilot to provide support, training, and continuous improvement mechanisms for enduring compliance and efficiency.

# Course Outline

- Introduction to Microsoft 365 and Copilot for Data Management
- Planning Effective Data Storage, Sharing, and Utilisation
- Updating Data Management Policies for Compliance
- Introduction to Standards and Tools for Critical Data Management
- Identifying and Addressing Data Management Gaps
- Enhancing Data Handling Procedures
- Establishing Compliance Processes
- Ensuring Adoption of Data Policies and Practices

## Pre-requisites:

Participants need to have basic computer knowledge to navigate the Internet for research purposes.

Participants are highly encouraged to bring their personal laptops so that recommended marketing tools and their respective passwords can be saved on their own laptops to make it more convenient for the next login. Should participants choose not to bring their personal laptops, @ASK Training will provide each participant with a laptop for the duration of the course.

## Speak to a Course Consultant

Call: **6484 6723**

WhatsApp: **9430 3852**

Email: **[information@asktraining.com.sg](mailto:information@asktraining.com.sg)**



### West Branch - HQ

8 Jurong Town Hall Road  
The JTC Summit, #27-01, S609434



### Central Branch

10 Anson Road  
International Plaza #06-11, S070903



### East Branch

229 Mountbatten Road  
Mountbatten Square #03-43, S398007

# Course Fees & Schedule

Full Course Fee: \$1200 + \$108 (9% gst) = \$1308 (Inclusive of gst)

## Company Sponsored

- Absentee Payroll applicable for both SMEs & Non-SMEs
  - For course commencement Jan 2022, absentee payroll funding is \$4.50 per hour capped at \$100,000 per enterprise per calendar year
- Nett course fee paid is 90%-claimable via SkillsFuture Enterprise Credit (SFEC) of \$10,000. It is expiring on end June 2024.

## Self-Sponsored

- Skillsfuture Credit is eligible for Singapore Citizens aged 25 and above.
- Singaporean aged 17 to 30 may use PSEA (Post-Secondary Education Account) for fee payment.
- You may use U-tap to defray 50% of the unfunded course fee, capped at \$250/year. NTUC members aged 40 and above can enjoy higher funding support up to \$500/year for courses attended between 01 April 2022 to 31 March 2023. Sign up <https://ntuc.co/ask-edm>

Company Sponsored			Self-Sponsored	
SME	Non-SME		All Singapore Citizens and PRs aged ≥ 21 Years (50% of course fees)	Singapore Citizens Aged ≥ 40 Years (70% of course fees)
Singaporean & PR (70% of course fees)	Singaporean & PR (50% of course fees)	Singaporean aged ≥ 40 (70% of course fees)		
\$360 + \$108(gst) = \$468	\$600 + \$108(gst) = \$708	\$360 + \$108(gst) = \$468	\$600 + \$108(gst) = \$708	\$360 + \$108(gst) = \$468

Trainees are entitled to the training grant when they meet 75% of the training attendance and pass the requisite assessment.

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