Microsoft Excel

PREREQUISITES

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

DURATION

📅 **3 Days**

🕐 **9 AM - 7 PM**

- 22 hours of training
- 2 hour of assessment

COURSE DATES

https://asktraining.com.sg/course-schedule/

Course Code: **TGS-2024047014**

WSQ Microsoft 365 & Copilot for Data Management

Course Description

This course provides a structured, eight-unit journey through Microsoft 365 and Copilot for Data Management. 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.

Join our WSQ Microsoft 365 and Copilot for Data Management course to master secure, efficient data handling within the Microsoft 365 ecosystem. Learn to optimise processes, cut costs, and boost productivity with the help of Copilot.

Course Objectives

- 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

- Understanding Microsoft 365 and its key components
- Introduction to Copilot and its role in data management
- Exploring data types and formats within Microsoft 365

Planning Effective Data Storage, Sharing, and Utilisation

- Identifying data storage needs and best practices
- Implementing efficient data-sharing strategies
- Utilising Microsoft 365 tools for data analysis and visualisation

Updating Data Management Policies for Compliance

- Understanding data privacy and security regulations
- Developing data management policies and procedures
- Implementing data governance frameworks

Introduction to Standards and Tools for Critical Data Management

- Exploring data quality standards and assessment methods
- Utilising data management tools and technologies
- Implementing data backup and recovery strategies

Identifying and Addressing Data Management Gaps

- Assessing current data management practices
- Identifying areas for improvement
- Developing strategies to address identified gaps

Enhancing Data Handling Procedures

- Optimising data storage and retrieval processes
- Improving data quality and accuracy
- Implementing data governance best practices

Establishing Compliance Processes

- Ensuring adherence to data privacy and security regulations
- Implementing audit and monitoring procedures
- Developing incident response plans

Ensuring the Adoption of Data Policies and Practices

- Providing training and support to employees
- Promoting awareness of data management policies
- Encouraging compliance through incentives and accountability

Course Fees & Subsidies

Eligible for Singaporean Citizens, Permanent Residents, and Long-Term Visit Pass Plus Holders

up to **70%** SkillsFuture Funding*

Balance Fee SkillsFuture Credit, PSEA & UTAP Claimable

Full Course Fee: S$1308
(inclusive of 9% GST)
Full Course Fee After Eligible SSG Subsidies:
From S$468
(inclusive of 9% GST) after 70% SSG Subsidies

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

Self-Sponsored	Course Fee before Subsidy and GST	Eligible Funding	Nett Fees Payable incl. 9% GST
Singapore Citizens ≥ **40 years old**	S$1,308	**70%** SkillsFuture Funding	S$468.00
Singapore Citizens, PRs or LTVP+ Holders ≥ **21 years old**		**50%** SkillsFuture Funding	S$708.00

SkillsFuture Credits can be used on top of existing subsidies

Company-Sponsored	Course Fee before Subsidy and GST	Eligible Funding	Nett Fees Payable incl. 9% GST
Small-to-Medium Enterprise (SME) Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old	S$1,308	**70%** SkillsFuture Funding	S$468.00
Non-SME Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old		**50%** SkillsFuture Funding	S$708.00
Non-SME Singaporean Citizens ≥ 40 years old		**70%** SkillsFuture Funding	S$468.00

All prices are inclusive of 9% GST. | Absentee Payroll applicable for both SMEs & Non-SMEs

You may use U-tap to defray 50% of the unfunded course fee. NTUC members can enjoy the following course fee support – (i) Below 40 years old can receive up to $250 per year, and (ii) 40 years old and above can receive up to $500 per year. Head to our **UTAP Funding page** for more information.

Important Reminder: Your PSEA claim needs to be submitted **at least 1 month before** the course's commencement date. Should you miss this deadline, an alternative payment method must be used to secure your spot in the course. After the disbursement of your PSEA funds to us, we will reach out to initiate the refund process.