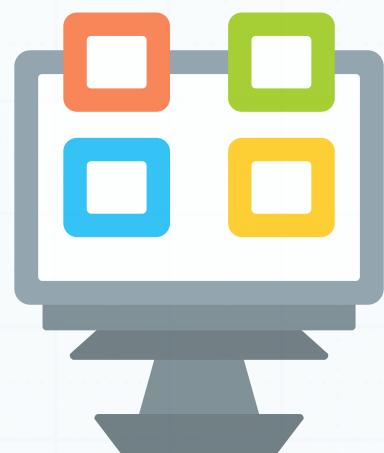


MICROSOFT 365 COURSE

Class Syllabus
6 MONTH COURSE

(3 MONTH ONLINE COURSE + 3 MONTH INTERNSHIP)



About Us

At **Joshguru Technologies Pvt. Ltd**, we are committed to providing career-oriented, skill-based education that prepares students and professionals for real-world success.

As a leading EdTech company, our **Microsoft 365 Course** bridges the gap between theory and hands-on experience, and database management skills at affordable prices.

Our expert trainers, with years of industry and teaching experience, have trained numerous students, professionals, and entrepreneurs in Web Development, MERN Stack, and modern technologies to help them build real-world projects and land high-paying jobs.

"We have highly experienced Faculty from TOP MNC's who will guide and teach you, helping you enhance your skills and excel in your career."

 **Want to take your learning to the next level? Join us and get mentored by experts from India's top institutions. Join us and start your journey as a Microsoft 365 today! 🚀**

Our Mission

Joshguru's mission is to provide skills development education to youth in every village and corner of India. Joshguru help all capable youth to change their skills, their presence of mind and the lives of their families. We are on here to provide a skill based learning to every interested student, professional, entrepreneur or a person of any background in very affordable prize.

Our Vision

Our Vision is to make more and more youth independent so that they do not bother for jobs after 12th, and can live their life in a better way



Why Microsoft 365 ?

Microsoft 365 is a cloud-based productivity suite developed by Microsoft that integrates essential business applications, collaboration tools, and cloud services. It is designed to help individuals, businesses, and enterprises work efficiently, communicate seamlessly, and stay productive across multiple devices. Previously known as Office 365, Microsoft 365 offers more than just Word, Excel, and PowerPoint—it includes cloud storage, advanced security features, AI-powered tools, and business applications to enhance productivity and collaboration.

How We Help You ?

Microsoft 365 is designed to empower individuals, businesses, and communities by providing tools for productivity, collaboration, automation, and security. Whether it's helping students with learning, businesses with efficiency, or individuals with creativity, Microsoft 365 can be used to make a difference in people's lives.

- Helping Individuals Become More Productive
- Helping Teams & Businesses Work More Efficiently
- Helping Organizations Solve Problems with Data & AI
- Helping Nonprofits & Communities

Modules Overview

**FINANCIAL
MANAGEMENT**

Week 1-2

**SALES & SERVICE
MANAGEMENT**

Week 3-4

**PROJECT
MANAGEMENT**

Week 5-6

**SUPPLY CHAIN
MANAGEMENT**

Week 7-8

**OPERATIONS
MANAGEMENT**

Week 9-10

**REPORTING &
ANALYTICS**

Week 11-12

**3 MONTHS
Paid
Internship**

Financial Management

Summary :

In this Module, you will learn how Microsoft 365 provides several tools and applications that help businesses and individuals manage their finances, track expenses, analyze financial data, and improve budgeting. While Microsoft 365 is not a dedicated financial management software, it integrates with various financial applications and offers features that support financial planning and decision-making.

Area Covered :

- The Core Financial Tool
- Financial Data Visualization & Reporting
- Enterprise-Level Financial Management
- Financial Collaboration & Communication
- Secure Financial Document Storage

Sales & Service Management

Summary :

Microsoft 365 offers powerful tools for sales and service management, helping businesses streamline customer interactions, track sales performance, and enhance customer service. These tools work together to improve efficiency, automate workflows, and provide real-time insights for better decision-making.

Area Covered :

- CRM for Sales Teams
- Service & Support Management
- Sales & Customer Service Collaboration
- Sales Performance & Customer Insights
- Sales Document Management

Project Management

Summary :

Microsoft 365 provides powerful tools for project planning, collaboration, task management, and progress tracking. Whether you're managing small team projects or large enterprise initiatives, Microsoft 365 helps streamline workflows, improve efficiency, and enhance team coordination.

Area Covered :

- Advanced Project Management Software
- Simple Task & Team Management
- Collaboration & Communication Hub
- Personal Task Management
- Project Reporting & Analytics
- Document Management

Supply Chain Management

Summary :

Microsoft 365 provides powerful tools to help businesses manage their supply chain operations, from inventory tracking and procurement to logistics and supplier collaboration. By leveraging Microsoft Dynamics 365 Supply Chain Management, along with other Microsoft 365 tools like Excel, Power BI, and Teams, companies can optimize supply chain processes, reduce costs, and improve efficiency.

Area Covered :

- End-to-End SCM Solution
- Data Analysis & Inventory Tracking
- Supply Chain Data Analytics & Reporting
- Collaboration with Suppliers & Logistics Partners
- Document & Contract Management
- Workflow Automation for SCM

Operation Management

Summary :

Operations management in Microsoft 365 involves streamlining business processes, improving efficiency, and optimizing resource utilization using various tools like Microsoft Dynamics 365, Power BI, Teams, and Power Automate. These tools help businesses manage daily operations, automate workflows, track performance, and enhance collaboration.

Area Covered :

- Comprehensive Business Operations Platform
- Data Analytics & Performance Monitoring
- Operations Coordination & Communication
- Task & Workflow Management
- Workflow Automation & Efficiency
- Document & Knowledge Management

Reporting & Analytics

Summary :

Microsoft 365 offers powerful reporting and analytics tools that help businesses track performance, analyze data, and make informed decisions. By using tools like Power BI, Excel, SharePoint, and Dynamics 365, organizations can create interactive dashboards, generate reports, and gain insights from their data.

Area Covered :

- Advanced Business Intelligence & Data Visualization
- Data Analysis & Reporting
- Business Reporting & Insights
- Document & Report Management
- Collaborative Reporting & Data Sharing
- Report Automation & Alerts

Training Methodology



Still Confused about Microsoft 365 ?

These Points might help you makeup your Mind:

- Career Opportunities: Microsoft 365 is widely used in businesses, creating a strong demand for professionals with expertise in its tools and services. Whether you're interested in IT, business operations, data analysis, project management, or security, Microsoft 365 skills can open doors to various job roles.
- Continuous Learning: The field evolves rapidly, so you'll always have opportunities to learn and stay up-to-date with the latest technologies.
- Flexibility: Microsoft 365 is designed to offer maximum flexibility for individuals, businesses, and enterprises. It enables users to work from anywhere, collaborate in real-time, automate workflows, and customize solutions based on their specific needs.
- Creativity and Problem-Solving: Microsoft 365 is not just a productivity suite—it is a powerful platform for creativity and problem-solving. With AI-powered tools, automation capabilities, and collaboration features, users can innovate, streamline workflows, and generate new ideas efficiently.

REASONS WHY JOSHGURU

- Covering 20+ Modules
- 20+ Case Studies
- Expert Faculty from Microsoft
- 100% Job Placement Guarantee from NIITF
- Real time training with 10+ Tools
- Interview and Resume Building classes
- Affordable & High-Quality Education
- Affordable fee for Life changing Education
- Continuous Assessment with Assignments
- Practical training in live projects with Industry Experts



Certification

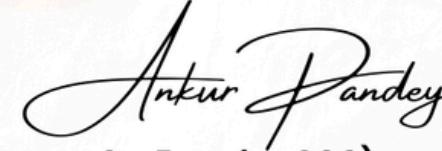


Certificate of Completion

This Certificate is proudly presented to

For successfully completing the

*course from **Joshguru Technologies Pvt. Ltd.***


Ankur Pandey
Co-Founder, COO)




Joshguru Technologies Pvt. Ltd.

Our Placement Partners

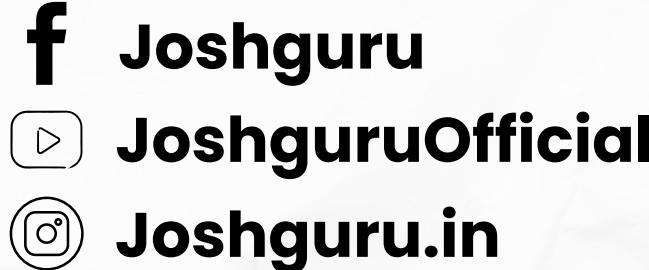


PhonePe



“JOSHGURU
is the institute where
leaders of today
began their journey as
BEGINNERS”

THANKYOU



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