We train on *your* schedule.

Visible Edge Institute has been providing classroom training for over 30 years and remote training for over a decade. Our flexible, comprehensive training programs are designed to accommodate individuals of *all* skill levels.

As a Licensed Post-Secondary Educational Institution, our training provides students with hands-on experience, in-depth skills in leading applications, and industry-recognized certifications. You'll get the opportunity to earn industry-recognized certifications in all of our programs.

Train remotely or in-center, while maintaining on-demand access to our live instructors. Students can also access training lessons 24/7 for self-study.

Remote Attendance: Remotely tap into our training center to work directly with live instructors on-demand via phone, video call, screen sharing, email, chat or text.

In-Center Attendance: Choose to attend training in our physical training center on your schedule, not ours. Our renovated in-center learning environment utilizes state of the art equipment and modern learning techniques including one-on-one live instructor interactions, digital materials, labs, and project work.

You may qualify to have your entire program paid for, 100%, with no out-of-pocket costs to you. All programs are federally approved by WIOA, Section 30, Trade Adjustment Act, Vocational Rehab, and more.

We are a Veteran Friendly Institution.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For more information about education benefits offered by the VA, visit the official U.S. government website at http://www.benefits.va.gov/gibill.

GLOBAL HEADQUARTERS

Visible Edge, Inc.
38 Technology Way
The Millyard Technology Park
Nashua, New Hampshire 03060

CONTACT US

(888)-VIS-EDGE
(888)-847-3343

info@visible-edge.com

www.facebook.com/VisibleEdgeInc

www.twitter.com/VisibleEdge

www.linkedin.com/company/visible-edge/

www.visible-edge.com
www.visible-edge.com/career-centers/

MICROSOFT (OFFICE) 365 ADMINISTRATION TECHNOLOGIES

Gain a comprehensive knowledge of Microsoft tools - including the deployment, management, applications, and maintenance.

VISIBLE EDGE

EXPLORE THE FEATURES, DEPLOYMENT, MANAGEMENT, AND VARIOUS BUSINESS APPLICATIONS OF MICROSOFT

Our Microsoft (Office) 365 Administration program was designed to provide comprehensive training on the management and deployment of the cloud-based suite of Microsoft (Office) 365 business applications.

The program begins with introductory courses to get started with basic Microsoft usage and tools. You'll then progress onto other topics and programs - including new features, Word, Excel, PowerPoint, Outlook, OneDrive, OneNote, Teams, Planner, SharePoint, and Windows.

Dive deeper than the essentials with additional topics such as Windows Administration & Security, Windows as a Service, IT Support, Troubleshooting, and Protection. Students may also explore learn troubleshooting, management, IT support, end-point protection, and even more.

As an added bonus, our program readily prepares you for the industry-recognized Microsoft Windows Certification Exam, as well as the Microsoft Windows Managing Modern Desktops Certification and Microsoft 365 Enterprise Administrator certification exams. **The cost of all of your exams are included in the program.**

You may also have the chance to discover new opportunities in certification paths like Microsoft 365 Enterprise Administrator, Microsoft Windows, Microsoft Windows Managing Modern Desktops, CompTIA A+, and other industry applicable certifications.

HIGHLIGHTS...

Discover new opportunities in certification paths such as Microsoft 365 Enterprise Administrator, Microsoft Windows, Microsoft Windows Managing Modern Desktops, CompTIA, and even more.

Choose to explore topics such as the management of Microsoft Teams, Microsoft Dynamics 365, Cloud Computing, Cybersecurity, Azure, Python, and other similar platforms.

YOU'LL HAVE THE OPPORTUNITY TO EARN INDUSTRY-RECOGNIZED CERTIFICATIONS, INCLUDING BUT NOT LIMITED TO:

Certifications in Microsoft Office 365 Associate Specialist for Outlook, Word, Excel, PowerPoint, and Access

Microsoft Windows Managing Modern Desktops

Microsoft Windows Certification

CompTIA Cloud+

CompTIA A+

Lean Management

AWS Certified Cloud Practitioner

CORE CURRICULUM FOR THIS PROGRAM INCLUDES...

- Microsoft Teams & OneNote
- Getting Started with Microsoft 365
- Microsoft Desktop Applications - Word, Excel, PowerPoint, Outlook, OneDrive, SharePoint, Planner, and more.
- Strategic Test Taking
- Microsoft Windows
  - Certification Preparation + Exam
- Microsoft Windows Managing Modern Desktops
  - Certification Preparation + Exam
- Microsoft 365 Fundamentals
  - Certification Preparation + Exam

ADDITIONAL ELECTIVE TOPICS INCLUDE...

- New Features and Updates
- Cloud Administration & Cloud Computing
- CompTIA Certification Prep + Exams*
- AWS Cloud Practitioner Cert Prep + Exam
- Microsoft Office Specialist Cert Prep + Exam
- Microsoft Outlook Cert Prep + Exams*
- Microsoft Word Expert Cert Prep + Exams*
- Microsoft Excel Cert Prep + Exams*
- Microsoft PowerPoint Cert Prep + Exams*
- Microsoft Access Cert Prep + Exams*
- Microsoft Azure Administration Cert Prep + Exam
- Microsoft Dynamics 365, Power Automate, Flow, Project, Publisher, Visio, and more.
- Windows Virtual Desktop Cert Prep + Exam
- Windows PowerShell
- Python Programming & Automated Scripting
- Cybersecurity & Risk Management
- Business Continuity and Disaster Recovery
- Remote IT Administration
- IT Support Technician Certification + Prep
- IT Help Desk Specialist
- Project Management
- Business Continuity and Disaster Recovery
- *and more.*

To learn more about this program, please visit:
https://www.visible-edge.com/microsoft-office-365-administration/