

SHAREPOINT BUSINESS SOLUTIONS, INC.

Course Catalogue

Built by Practitioners. Delivered by an MCT.

Microsoft 365 | Power Platform | Power BI | Copilot | AI Foundations

Spring 2026 Edition — May 2026

Instructor-led training and consulting from Cecil Renshaw, MCT - a former Chief Technology Officer at the Illinois Department of Transportation (1999-2007, agency of 6,000+ employees), with 35+ years in IT (since 1990) and 18+ years of independent consulting (SBSI, founded 2007). Specialized expertise in Microsoft 365, SharePoint, Power Platform, Power BI, and the Copilot/AI ecosystem. This catalogue covers 35 ready-to-deliver courses spanning end-user enablement, citizen-developer training, and IT administration. Catalogue mixes SBSI-authored courses — original curriculum, fully shareable slides, and tailorable to your industry, datasets, and time windows — with Microsoft Official Curriculum delivered directly under SBSI's Microsoft Partner status with Learning option (no Learning Partner intermediary, with Microsoft's Skillable hosted labs). Every course is field-tested with government, financial services, and corporate audiences, and available for partner delivery, white-label licensing, or direct engagement.

Instructor

Cecil Renshaw — President, SBSI

Microsoft Certified Trainer (MCT) | Project Management Professional (PMP) | Power BI Data Analyst Associate (PL-300) | Teams Administrator Associate (MS-700) | Azure Database Administrator Associate (DP-300) | Microsoft Purview (SC-5007) | Power Platform Certifications (PL-900, PL-200, PL-100) | Microsoft 365 Copilot Specialist | Nintex Workflow Professional

Contact for Booking and Inquiries

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Catalogue at a Glance

All 35 courses, organized by track. Every course includes a full outline (separate document, available on request) with module-by-module breakdown, learning objectives, and lab descriptions.

SBSI-coded courses are tailorable to your industry, scenarios, and time windows. MOC-coded courses follow Microsoft's exact module structure with Skillable hosted labs.

Microsoft 365 & Productivity		
SBSI-M365-EU	Getting the Most Out of Microsoft 365	1 Day
SBSI-TEAMS-EU	Microsoft Teams for End Users	1 Day
SBSI-LISTS	Microsoft Lists	1 Day
SBSI-PLNR-1D	Planner Premium (1-Day)	1 Day
SBSI-PLNR-3D	Planner Premium (3-Day)	3 Days
SBSI-PROJ-DT	Microsoft Project Desktop 365 (3-Day)	3 Days
SBSI-M365-ADM	Microsoft 365 Administration (Guided Demo)	2 Days
MOC-AB-900	AB-900: Microsoft 365 and AI Administration (MOC)	1-2 Days
MOC-MS-700	MS-700: Collaboration and Communication with Teams (MOC)	4 Days
MOC-SC-5007	SC-5007: Retention, eDiscovery, and Comm. Compliance in Purview (MOC)	3 Days
SharePoint		
SBSI-SP-INTRO	SharePoint Online Introduction	1 Day
SBSI-SP-OWN	SharePoint Site Admins and Owners	1 Day
SBSI-SP-ADV	SharePoint Advanced Site Owners	2 Days
AI & Copilot		
SBSI-AI-FND	AI Foundations	Half-Day
SBSI-CPLT-CHAT	Microsoft 365 Copilot Chat for End Users (FREE / no add-on)	Half-Day
SBSI-CPLT-QS	Microsoft 365 Copilot Quick-Start (aligned to MS-4021)	2-3 Hours
SBSI-CPLT-EU	Microsoft 365 Copilot for End Users (with add-on)	1 Day
SBSI-CPLT-DAP	Microsoft 365 Copilot: Draft, Analyze, Present (aligned to MS-4018)	1 Day
SBSI-CPLT-CUST	Microsoft 365 Copilot for Custom Business Scenarios	1 Day

SBSI-CPLT-ADV	Advanced Copilot - Workflows, Data & Agents	1 Day
MOC-MS-4023	MS-4023: Transform Ideas into Action with Copilot Chat (Basic) (MOC)	3 Hours
MOC-MS-4004	MS-4004: Empower Your Workforce with Copilot Use Cases (MOC)	1 Day
MOC-MS-4019	MS-4019: Transform Business Processes with Agents (MOC)	1 Day

Power Platform - Apps & Automate

SBSI-PP-FND	Power Platform Fundamentals	1 Day
SBSI-PP-3D	Introduction to the Microsoft Power Platform	3 Days
SBSI-PA-JS	Power Apps Jumpstart	1 Day
SBSI-PAUTO-ESS	Power Automate Essentials	1 Day
SBSI-PAUTO-JS	Power Automate Jumpstart (Beginner / Regulated)	1 Day
MOC-PL-900	PL-900: Microsoft Power Platform Fundamentals (MOC)	1-2 Days
MOC-PL-200	PL-200: Power Platform Functional Consultant (MOC)	5 Days

Power BI & Analytics

SBSI-PBI-JS	Power BI Jumpstart	1 Day
SBSI-DDD	From Dashboards to Decisions (D.A.T.A. Framework)	1 Day
MOC-PL-300	PL-300: Microsoft Power BI Data Analyst (MOC)	3 Days
MOC-DP-900	DP-900: Microsoft Azure Data Fundamentals (MOC)	1 Day
MOC-DP-300	DP-300: Administering Microsoft Azure SQL Solutions (MOC)	4 Days

Recommended Learning Paths

End-User Productivity Path

Getting the Most Out of Microsoft 365 → Microsoft Teams for End Users → SharePoint Online Introduction → Copilot for End Users. Add Microsoft Lists and AI Foundations as half-day enrichments.

AI / Copilot Path

Without the Copilot add-on: AI Foundations (1/2 Day) -> Microsoft 365 Copilot Chat for End Users (1/2 Day).
With the add-on: AI Foundations -> Copilot Quick-Start (2-3 Hours) -> Microsoft 365 Copilot for End Users (1-Day) OR Microsoft 365 Copilot: Draft, Analyze, Present (1-Day) -> Advanced Copilot (1-Day). For industry-specific scenarios, substitute Copilot for Custom Business Scenarios (1-Day) into any sequence.

SharePoint Power-User Path

SharePoint Online Introduction → SharePoint Site Admins and Owners (1-Day) → SharePoint Advanced Site Owners (2-Day). The advanced course extends naturally into Power Apps and Power Automate.

Power Platform Citizen-Developer Path

Power Platform Fundamentals (1-Day) for a fast survey, OR Introduction to the Microsoft Power Platform (3-Day) for a deep dive. Follow with Power Apps Jumpstart (1-Day), Power Automate Essentials (1-Day), and Power BI Jumpstart (1-Day) as specialization choices. For beginner or regulated cohorts, substitute Power Automate Jumpstart (1-Day, deliberate pace) for the standard Essentials.

Project Management Path

Planner Premium (1-Day) for individual contributors and team leads, OR Planner Premium (3-Day) for PMs running portfolios. Pair with Power BI Jumpstart for executive dashboards.

IT Administrator Path

Microsoft 365 Administration (1.5–2 Days) covers the breadth of admin scenarios. SharePoint Site Admins and Owners and Power Automate Essentials add valuable depth for tenant admins who also support business users.

Course Listings

Each course below shows the catalogue blurb, duration/format, audience, prerequisites, learning objectives, and module list. Full outlines with lab descriptions are available as separate documents on request.

COURSE 01 | SBSI-AI-FND

AI Foundations

Practical AI for the Modern Workplace

Duration	Half-Day (3.5–4 hours) — Demo-Driven with Hands-On Labs
Audience	Business professionals, end users, and non-technical staff who want a practical, vendor-neutral introduction to AI tools.
Prerequisites	Comfort using a web browser and basic productivity apps. No prior AI experience required.

Description: A practical, hands-on introduction to artificial intelligence for knowledge workers. No coding. No theory overload. Participants leave understanding what AI actually does, how to prompt effectively, which tools fit which jobs, and how to use AI responsibly in a professional setting. Covers ChatGPT, Microsoft Copilot, Claude, Gemini, and Perplexity side by side.

Learning Objectives:

- Explain what AI assistants are (and are not), in plain English
- Compare the major AI tools (Copilot, ChatGPT, Claude, Gemini, Perplexity) and match each to the right job
- Apply the five-component prompt framework (Role, Task, Context, Format, Constraint)
- Use AI across email, documents, presentations, and data analysis
- Build a personal AI workflow and reusable prompt library
- Apply responsible-use practices: hallucination, bias, data privacy, organizational policy

Modules:

Module 1: What AI Actually Is — and Isn't • Module 2: The Art of Prompting • Module 3: AI Across the Tools You Already Use • Module 4: Building Your Personal AI Workflow • Module 5: Responsible AI — The Professional Standard

COURSE 02 | SBSI-CPLT-EU

Microsoft 365 Copilot for End Users

With the Microsoft 365 Copilot Add-On License

Duration	1 Day — Demo-Driven with Guided Exercises
Audience	End-users, managers, and staff with the Microsoft 365 Copilot add-on license who want to use Copilot across Microsoft 365 apps and build simple Copilot Agents. For users who only have free Copilot Chat (no add-on), see Microsoft 365 Copilot Chat for End Users.
Prerequisites	Microsoft 365 Copilot add-on license. Basic experience with Microsoft 365 apps (Word, Excel, Outlook, Teams).

Description: Get productive with the full Microsoft 365 Copilot experience (add-on license). Participants learn to use Copilot inside Word, Excel, PowerPoint, Outlook, and Teams, build simple Copilot Agents, and apply

best practices that protect organizational data. Includes a clear-eyed comparison of Copilot vs. ChatGPT, Claude, and Gemini for work scenarios.

Learning Objectives:

- Use Copilot in Word, Excel, PowerPoint, Outlook, and Teams
- Save, reuse, and share prompts across the organization
- Organize Copilot work with chat history and prompt libraries
- Build simple Copilot agents from the Copilot homepage
- Understand what's possible with the standard license vs. Copilot Studio
- Compare Copilot with public AI tools (ChatGPT, Claude, Gemini, Perplexity)
- Apply best practices to avoid risks and safeguard information

Modules:

Module 1: Introduction to Copilot in Microsoft 365 • Module 2: Copilot in Word, Excel, PowerPoint, Outlook, and Teams • Module 3: Saving and Organizing Copilot Work • Module 4: Building Agents from the Copilot Homepage • Module 5: Understanding Copilot Studio (for context only) • Module 6: Practical Agent Scenarios • Module 7: Safe and Smart Use of Copilot Agents • Module 8: Copilot vs. Public AI Tools

COURSE 03 | SBSI-CPLT-ADV

Advanced Copilot: Workflows, Data & Agents

Day 2 — Building on Copilot for End Users

Duration	1 Day (Day 2 of the 2-day Copilot series) — Demo-Driven with Extensive Hands-On Labs
Audience	Microsoft 365 Copilot users (with the Copilot add-on license) ready to move past single-app use into cross-app workflows, data analysis, and custom agents.
Prerequisites	Microsoft 365 Copilot add-on license. Completion of Copilot for End Users (Standard License) or equivalent fluency with Copilot in Word, Excel, Outlook, and Teams.

Description: A hands-on day for Copilot users who already understand the basics and want to move to advanced workflows. Participants run cross-app workflows (Notebooks, Pages), master the full meeting lifecycle, automate daily briefings with scheduled prompts, perform deep data analysis in Excel and Power BI, and build custom agents grounded in organizational content.

Learning Objectives:

- Run cross-app workflows using Copilot Notebooks and Copilot Pages
- Master the full meeting lifecycle with the Facilitator Agent
- Build a 'Monday Morning Briefing' using scheduled prompts
- Use Copilot in Excel for calculated columns, pivots, combo charts, and forecasting
- Draft and explain DAX measures in Power BI with Copilot
- Generate Word executive summaries and PowerPoint decks from data
- Build custom Copilot Agents (HR policy, learning, project knowledge)

Modules:

Module 1: Collaborative Brainstorming • Module 2: The Meeting Lifecycle & Facilitator Agent • Module 3: Personalization, Automation & Scheduled Prompts • Module 4: Deep Dive Data Analysis — Excel & Power BI • Module 5: Data Storytelling — Excel → Word → PowerPoint • Module 6: Extending Copilot with Agents

COURSE 04 | SBSI-CPLT-DAP

Microsoft 365 Copilot: Draft, Analyze, and Present

1-Day SBSI Workshop — Aligned to Microsoft Learn MS-4018

Duration	1 Day, Instructor-Led — Demo-Driven with SBSI-Authored Hands-On Lab Manual
Audience	Business users with the Microsoft 365 Copilot add-on license who need a structured, scenario-driven introduction to drafting documents, analyzing data, and building presentations with Copilot. Realistic workplace scenarios using Northwind and Contoso datasets.
Prerequisites	Microsoft 365 Copilot add-on license. Familiarity with Word, Excel, PowerPoint, and Outlook.

Description: An SBSI-authored 1-day workshop on Microsoft 365 Copilot for drafting, analyzing, and presenting workflows. Aligned to the topics in the Microsoft Learn path Draft, Analyze, and Present with Microsoft 365 Copilot (MS-4018), with all lab content, datasets, and slides authored by SBSI. Participants work through Copilot Chat mastery (GCSE prompting framework, Custom Instructions, Prompt Gallery, Context IQ), PowerPoint deck creation, Word drafting with multi-source grounding, Excel data analysis, and Outlook inbox-to-action workflows. Slides and lab manual are SBSI IP and can be shared with attendees.

Learning Objectives:

- Personalize Copilot with Custom Instructions and the Prompt Gallery
- Apply the GCSE prompting framework (Goal, Context, Source, Expectations)
- Use Context IQ to ground Copilot in your work
- Build presentations with Copilot in PowerPoint (single-source and multi-source)
- Draft, refine, and compare documents with Copilot in Word
- Analyze and visualize data with Copilot in Excel
- Move from inbox to action with Copilot in Outlook (meeting coordination, scheduled briefings)

Modules:

Module 0: First Copilot Experience • Module 1: Introduction to Microsoft 365 Copilot • Module 2: Mastering Copilot Chat • Module 3: Build Effective Presentations with Copilot in PowerPoint • Module 4: Draft Impactful Documents with Copilot in Word • Module 5: Uncover New Data Insights with Copilot in Excel • Module 6: From Inbox to Action — Email, Scheduling, and Meeting Coordination

COURSE 05 | SBSI-M365-EU

Getting the Most Out of Microsoft 365

Productivity Across the Microsoft 365 Suite

Duration	1 Day — Demo-Driven with Guided Exercises
Audience	Business end-users, managers, and staff adopting Microsoft 365.
Prerequisites	Basic familiarity with Outlook and Office apps.

Description: A high-impact tour of the Microsoft 365 apps end-users actually need to know. Participants leave with practical skills across OneDrive, SharePoint, Teams, Planner, To Do, Lists, Forms, Whiteboard, Loop, and Copilot — and clear guidance on when to use Copilot vs. public AI tools.

Learning Objectives:

- Identify every app in your Microsoft 365 subscription and when to use it
- Use Outlook efficiently for email, calendar, and tasks
- Get high-value wins from Word, Excel, and PowerPoint
- Use OneNote for personal and team notes
- Store and share files in OneDrive and SharePoint
- Collaborate in Microsoft Teams: chat, channels, and meetings
- Track work with Planner, To Do, and Microsoft Lists
- Collect input and visualize ideas with Forms, Whiteboard, Loop, and Clipchamp
- Use Copilot Chat (free/included) and understand the Microsoft 365 Copilot add-on
- Understand when to use Copilot vs. public AI tools

Modules:

Module 1: Microsoft 365 at a Glance • Module 2: Outlook - Email, Calendar, and Tasks • Module 3: Word - Documents That Do Not Embarrass You • Module 4: Excel - Practical Wins • Module 5: PowerPoint - Build a Deck Fast • Module 6: OneNote - Notebooks That Actually Get Used • Module 7: OneDrive and SharePoint - Your Files in the Cloud • Module 8: Microsoft Teams - Where Work Happens • Module 9: Planner, To Do, and Microsoft Lists • Module 10: Forms, Whiteboard, Loop, Clipchamp, and Viva • Module 11: Copilot Chat (Free/Included) and Microsoft 365 Copilot (Add-On) • Module 12: Copilot vs. Public AI Tools

COURSE 06 | SBSI-TEAMS-EU

Microsoft Teams for End Users

Chat, Meetings, Collaboration, and Copilot

Duration	1 Day — Demo-Driven with Guided Exercises
Audience	Business end-users collaborating in Microsoft Teams.
Prerequisites	Basic familiarity with Microsoft 365 (Outlook, OneDrive, SharePoint).

Description: A complete, current end-user course on Microsoft Teams. Covers chat, channels, meetings (including AI Recap and transcription), file collaboration, apps and extensions, calls, and the Teams customization end-users need. Includes a clear comparison of Copilot in Teams vs. public AI tools.

Learning Objectives:

- Navigate Teams and understand teams vs. channels
- Communicate using chat, meetings, and calls
- Share and collaborate on files inside Teams
- Use newer meeting features: Recap, AI notes, Town Halls
- Customize Teams with apps and personal settings
- Understand how Copilot in Teams compares to public AI tools

Modules:

Module 1: Introduction to Teams • Module 2: Chat and Messaging • Module 3: Teams and Channels • Module 4: Meetings in Teams • Module 5: Files and Collaboration • Module 6: Apps and Extensions • Module 7: Calls (if enabled in tenant) • Module 8: Customization and Settings • Module 9: Copilot in Teams vs. Public AI Tools

COURSE 07 | SBSI-SP-INTRO

SharePoint Online Introduction

For End-Users and New Site Members

Duration	1 Day — Demo-Driven with Guided Exercises
Audience	End-users and staff who are new to SharePoint Online and need to create, access, and collaborate on content. Especially suited for government and regulated environments where features roll out later than commercial tenants.
Prerequisites	Basic familiarity with Microsoft 365 apps (Outlook, OneDrive, Teams).

Description: A focused introduction to SharePoint Online for end-users. Participants learn to navigate modern sites, work with document libraries (metadata, views, check-out), use lists for tracking, create news and pages, understand permissions, and find content with SharePoint search. Includes a final challenge that pulls all skills together.

Learning Objectives:

- Understand the purpose of SharePoint Online in Microsoft 365
- Navigate a modern SharePoint site (home, libraries, lists, pages)
- Store, share, and manage documents securely
- Use lists to track information
- Work with pages and news to communicate updates
- Recognize the difference between SharePoint and OneDrive
- Apply best practices for collaboration in regulated environments

Modules:

Module 1: Navigating SharePoint Online • Module 2: SharePoint Document Libraries • Module 3: Leveraging Lists for Organized Data • Module 4: Adding Content and Pages • Module 5: Understanding Permissions • Module 6: Finding Content with SharePoint Search and Filters • Final Challenge: Putting It All Together

COURSE 08 | SBSI-SP-OWN

SharePoint Site Admins and Owners

Department-Level Site Ownership

Duration	1 Day — Demo-Driven with Guided Exercises and Labs
Audience	Department/site admins and owners responsible for creating, managing, and maintaining SharePoint Online sites.
Prerequisites	Completion of SharePoint Online Introduction or equivalent familiarity with SharePoint basics (navigation, lists, libraries).

Description: The core skills site owners need to run a department or team site without escalating to IT. Covers modern site configuration, document library and list management with metadata, page authoring with web parts, permissions (including breaking inheritance), site analytics, and governance best practices.

Learning Objectives:

- Create and configure modern SharePoint sites
- Manage advanced library settings: metadata, templates, versioning, approvals
- Customize pages with web parts and modify site navigation
- Control sharing and differentiate between M365 Group and SharePoint permissions
- Manage advanced permissions, including breaking inheritance
- Review site usage and analytics to understand engagement
- Apply governance and best practices for long-term site management

Modules:

Module 1: Role of a SharePoint Site Owner • Module 2: Advanced Document Library Configuration • Module 3: Managing Lists • Module 4: Customizing Pages and Site Navigation • Module 5: Permissions and Sharing • Module 6: Reviewing Site Analytics and Usage • Module 7: Best Practices for Site Owners

COURSE 09 | SBSI-SP-ADV

SharePoint Advanced Site Owners

Power Apps, Power Automate, Power BI Integration

Duration	2 Days — Demo-Driven with Guided Exercises and Labs
Audience	Current SharePoint site owners who need to configure, manage, and extend sites with advanced features and integrations.
Prerequisites	Completion of SharePoint Site Admins and Owners (1-Day) or equivalent experience.

Description: The next step for SharePoint site owners ready to extend their sites with the rest of the Microsoft 365 stack. Two days of advanced library and list management, content types, Power Apps form customization, Power Automate approval workflows (single-stage and multi-stage), Power BI reporting from lists, and hub site architecture.

Learning Objectives:

- Manage advanced document library and metadata features
- Use content types and templates for consistent document management
- Customize lists and forms with Power Apps and conditional formatting
- Build approval processes using Automate and Power Automate
- Integrate SharePoint with Planner, Power Apps, and Power BI
- Create advanced modern pages and configure hub sites

Modules:

Day 1 — Advanced Document and List Management • Module 1: Document Library Management Review • Module 2: Managing Large-Scale Documents • Module 3: Customizing Lists and Forms • Module 4: Planner Integration • Day 2 — Integration and Automation • Module 5: Power Apps Integration • Module 6: Building Power Apps • Module 7: Approvals and Automation • Module 8: Multi-Stage Approvals • Module 9: Reporting with SharePoint Lists • Module 10: Advanced Pages and Hub Sites

COURSE 10 | SBSI-LISTS

Microsoft Lists

Organize, Track, and Automate Information

Duration	1 Day — Demo-Driven with Guided Exercises and Labs
Audience	Business users, project coordinators, and team leads who want to organize and track information using Microsoft Lists.
Prerequisites	Basic familiarity with Microsoft 365 (Teams, SharePoint, OneDrive).

Description: A focused day on Microsoft Lists — the tool that bridges Excel-style tracking, SharePoint structure, and Power Platform automation. Participants leave able to build lists from templates or scratch, format them with rules and conditional formatting, automate them with Power Automate, integrate them into Teams, and apply governance for organization-wide use.

Learning Objectives:

- Create and customize lists from templates or from scratch
- Format lists for easier visualization and tracking
- Use rules and automation to keep work flowing
- Integrate Microsoft Lists with Teams and Power Automate
- Apply best practices for governance and sharing

Modules:

Module 1: Introduction to Microsoft Lists • Module 2: Creating Lists • Module 3: Formatting Lists • Module 4: Rules and Automation • Module 5: Lists in Microsoft Teams • Module 6: Sharing and Governance

COURSE 11 | SBSI-PLNR-1D

Planner Premium

1-Day Practical Course

Duration	1 Day — Demo-Driven with Guided Exercises and Labs
Audience	Business users, team leads, and project coordinators using Planner Premium (formerly Project for the web) to organize work and projects.
Prerequisites	Basic familiarity with Microsoft 365 apps (Teams, OneDrive, SharePoint).

Description: A practical day on Microsoft Planner Premium. Covers plan creation, task management with labels and recurring tasks, the four views (Board, Grid, Timeline/Gantt, Charts), task history and reporting, and integration with Teams and Outlook.

Learning Objectives:

- Create and manage plans in Planner Premium
- Organize tasks, assign work, and manage deadlines
- Use views (Board, Grid, Timeline, Charts) to monitor progress

- Leverage advanced features: task history, goals, labels, recurring tasks
- Integrate Planner Premium into Teams and Outlook
- Generate basic reports and dashboards

Modules:

Module 1: Introduction to Planner Premium • Module 2: Creating and Managing Plans • Module 3: Tasks and Assignments • Module 4: Views in Planner Premium • Module 5: Tracking and Reporting • Module 6: Integrations

COURSE 12 | SBSI-PLNR-3D

Planner Premium

3-Day Advanced Course for PMs and Portfolios

Duration	3 Days — Instructor-Led with Extensive Labs and Guided Exercises
Audience	Project managers, team leads, and PMO staff managing larger initiatives in Microsoft 365.
Prerequisites	Experience with Microsoft 365 collaboration tools; basic knowledge of project/task management concepts.

Description: A deep, three-day immersion in Planner Premium for PMs running real portfolios. Covers advanced planning (baselines, critical path, dependencies), portfolio and program management, automation with Power Automate, reporting with Power BI, and governance/administration at scale.

Learning Objectives:

- Build and manage advanced plans in Planner Premium
- Track dependencies, portfolios, and program-level reporting
- Automate workflows with Power Automate
- Integrate Planner Premium with Teams, Power BI, and other apps
- Apply governance and administration best practices
- Design dashboards and executive reporting

Modules:

Module 1: Planner Premium Overview • Module 2: Advanced Planning and Task Management • Module 3: Portfolio and Program Management • Module 4: Integrations and Automation • Module 5: Governance and Administration • Module 6: Reporting and Analytics

COURSE 13 | SBSI-PP-FND

Power Platform Fundamentals

1-Day Introduction

Duration	1 Day — Demo-Driven with Guided Exercises and Labs
Audience	Business users, analysts, and IT staff who want to understand the basics of Microsoft Power Platform in a single day.
Prerequisites	Basic familiarity with Microsoft 365 apps (Excel, SharePoint, Teams).

Description: A one-day fundamentals course covering all four pillars of the Power Platform — Power Apps, Power Automate, Power BI, and Copilot — built around a Microsoft Lists scenario. Participants build a simple canvas app, an automated flow, and a Power BI dashboard, then preview Dataverse and AI Builder.

Learning Objectives:

- Understand what Power Platform is and how its apps work together
- Create a simple Canvas App in Power Apps using Microsoft Lists
- Build automated flows in Power Automate triggered by Lists
- Visualize list-based data with Power BI
- Explore the role of Dataverse for storing and relating data
- Recognize scenarios for AI Builder and Copilot in the Power Platform

Modules:

Module 1: Introduction to the Power Platform • Module 2: Power Apps Basics • Module 3: Power Automate Basics • Module 4: Power BI Basics • Module 5: Dataverse and AI Builder Overview

COURSE 14 | SBSI-PP-3D

Introduction to the Microsoft Power Platform

3-Day Deep Dive

Duration	3 Days — Instructor-Led with Extensive Hands-On Labs
Audience	Business analysts, IT staff, and developers who need a thorough working knowledge of Power Apps, Power Automate, Power BI, and Dataverse.
Prerequisites	Familiarity with Microsoft 365 (SharePoint, Excel). No prior Power Platform experience required.

Description: SBSI's flagship 3-day deep-dive into the Microsoft Power Platform. Built around realistic SharePoint and Dataverse scenarios, participants build multi-screen canvas apps, approval workflows, Power BI reports, and explore Dataverse as the enterprise-grade data backbone. Includes licensing quick-reference, DAX, and Power Automate expression cheat sheets.

Learning Objectives:

- Explain the Power Platform architecture and when to use each component
- Customize SharePoint list forms and build multi-screen canvas apps
- Build automated and approval-driven flows using the Trigger→Action pattern
- Connect Power BI to SharePoint and Excel, shape data, and build interactive reports
- Evaluate when to use Dataverse vs. SharePoint as a data source
- Apply governance, licensing, and DLP guardrails

Modules:

Module 1: Power Platform Architecture and Component Exploration • Module 2: SharePoint Integration and Power Apps Development • Module 3: Enterprise Process Automation with Power Automate • Module 4: Advanced Analytics and Reporting with Power BI • Module 5: Microsoft Dataverse and Enterprise Data Management (Bonus) • Appendices: Quick References

COURSE 15 | SBSI-PA-JS

Power Apps Jumpstart

Build Your First Canvas App in a Day

Duration	1 Day — Demo-Driven with Guided Exercises and Labs
Audience	Business users, citizen developers, and analysts who want to start building Power Apps for their own teams.
Prerequisites	Basic familiarity with Microsoft 365 and SharePoint.

Description: A practical, scenario-driven day where participants build a real Power App from a SharePoint Issue Tracker list. By the end of the day, every participant has a customized SharePoint form, a standalone canvas app with a welcome screen, navigation, validation, and a published version shared with a test user.

Learning Objectives:

- Navigate the Power Apps interface and identify canvas vs. model-driven apps
- Customize a SharePoint list form with Power Apps
- Build a standalone canvas app from a SharePoint list
- Add custom screens, navigation, and branding
- Use Power Fx for dynamic visibility, conditional formatting, and user context
- Add validation, dropdowns, and reset patterns to forms
- Publish and share apps with controlled permissions

Modules:

Module 1: Exploring Power Apps • Module 2: Customizing a SharePoint List Form • Module 3: Building a Standalone Canvas App • Module 4: Customizing Screens and Navigation • Module 5: Adding Logic and Interactivity • Module 6: Enhancing Data Input and Validation • Module 7: Testing, Publishing, and Sharing Apps • Module 8: Q&A and Next Steps

COURSE 16 | SBSI-PAUTO-ESS

Power Automate Essentials

Expressions, Approvals, and Multi-Connector Automation

Duration	1 Day (or 3 sessions × 2 hours) — Instructor-Led with Hands-On Labs
Audience	Business analysts, citizen developers, and IT staff who need to build production-quality flows. Covers expressions, error handling, and multi-connector intake — the skills that separate a working flow from one that survives in production.
Prerequisites	Familiarity with Microsoft 365 (SharePoint, Outlook, Teams). Prior exposure to Power Automate is helpful but not required.

Description: SBSI's flagship Power Automate course, delivered as one full day OR three two-hour sessions. Hands-on flow building from foundations and your first automated flow through expressions, dynamic content, approvals, troubleshooting, scheduled and looped flows, and a multi-connector employee-intake scenario using Forms, Teams, and SharePoint. Includes a comprehensive appendix with terms, concept

summaries, and an expression cheat sheet. Optional extended labs available for cohorts that want the full 3-day depth.

Learning Objectives:

- Validate Power Automate access and the Microsoft 365 ecosystem context
- Build your first automated flows with triggers, actions, and dynamic content
- Use expressions and dynamic content with confidence
- Build approval workflows with conditions, variables, and branching
- Diagnose, fix, and manage flows in production
- Build scheduled flows with loops and multi-connector automation
- Aggregate overdue items into manager summaries (HTML table and string-variable methods)

Modules:

Module 0: Setup and Access Validation • Module 1: Foundations and the Microsoft 365 Ecosystem • Module 2: Your First Automated Flows • Module 3: Expressions and Dynamic Content • Module 4: Approvals, Conditions, and Variables • Module 5: Troubleshooting and Flow Management • Module 6: Scheduled Flows, Loops, and Multi-Connector Automation • Course Wrap-Up (Extended Labs) • Appendices

COURSE 17 | SBSI-PAUTO-JS

Power Automate Jumpstart

Beginner-Friendly Foundation Course for Regulated and Government Environments

Duration	1 Day (or 3 sessions × 2 hours) — Instructor-Led with Extensive Demonstrations and Group Walk-Through
Audience	True beginners, government agencies, regulated industries, and any cohort that benefits from a deliberate pace, extensive instructor demonstrations, and group walk-through. Ideal for state, county, and city workforces; financial-services regulatory teams; and audiences new to flow building who need time to absorb each concept before moving on.
Prerequisites	Familiarity with Microsoft 365 (SharePoint, Outlook, Teams). No prior Power Automate experience required.

Description: A Power Automate course designed for participants who benefit from slower, more deliberate pacing within a single day of instruction. Same core content arc as Power Automate Essentials, but restructured for clarity: more demonstrations from the instructor, more group walk-through, and time to build confidence at each step. Module 3 (Expressions and Dynamic Content) is delivered as reference material — participants who need deep expression work can extend with the 1-Day Essentials. Advanced labs (Employee Request Intake and the Overdue Task Summary scenarios) are explicitly positioned as Extended Labs, so the class never feels behind and the instructor has flexibility to match the cohort's pace. Available as one full day OR three two-hour sessions across three days, which is the preferred format for many government cohorts.

Learning Objectives:

- Understand where Power Automate fits in the Microsoft 365 ecosystem
- Build a SharePoint list and use it as a flow data source
- Create your first automated flows with triggers, actions, and dynamic content
- Build approval workflows with conditions and variables

- Diagnose, fix, and manage flows in production (optional lab)
- Build scheduled flows with loops and multi-connector intake (extended labs)
- Reference expressions and dynamic content as needed (reference module)

Modules:

Module 1: Foundations and the Microsoft 365 Ecosystem • Module 2: Your First Automated Flows • Module 3: Expressions and Dynamic Content (Reference Only) • Module 4: Approvals, Conditions, and Variables • Module 5: Troubleshooting and Flow Management • Module 6: Scheduled Flows, Loops, and Multi-Connector Automation • Course Wrap-Up (Extended Labs) • Appendices

COURSE 18 | SBSI-PBI-JS

Power BI Jumpstart

Build Your First Reports and Dashboards

Duration	1 Day — Demo-Driven with Guided Exercises and Labs
Audience	Business analysts, report developers, and staff who want to quickly learn Power BI for data visualization and analysis.
Prerequisites	Basic familiarity with Excel or other data tools. No prior Power BI experience required.

Description: A practical, accelerated introduction to Power BI for the analyst who needs to be productive fast. Covers data import, Power Query transformations, a basic star schema, visuals, publishing to the Power BI Service, and an introduction to row-level security. Pairs Excel data with a SharePoint list for realism.

Learning Objectives:

- Connect Power BI to common data sources (Excel, CSV, SharePoint)
- Shape and transform data using Power Query
- Build a simple star schema data model
- Create visuals and dashboards to analyze data
- Publish and share reports in the Power BI Service
- Apply best practices for building effective reports

Modules:

Module 1: Introduction to Power BI • Module 2: Getting Data • Module 3: Transforming Data with Power Query • Module 4: Data Modeling Basics • Module 5: Building Visuals • Module 6: Publishing and Sharing Reports • Module 7: Best Practices and Next Steps

COURSE 19 | SBSI-M365-ADM

Microsoft 365 Administration

Guided Demo Course Covering Admin Center, Identity, Security, Devices, and Service Administration

Duration	2 Days — Instructor-Led Guided Demo and Discussion (Not Hands-On Labs)
Audience	IT administrators, helpdesk staff, and team leads managing Microsoft 365 services. Includes guidance for organizations operating in Microsoft 365 government cloud environments (GCC, GCC High, and

Prerequisites

DoD).
General IT administration experience; familiarity with Microsoft 365 apps.

Description: A pragmatic two-day Microsoft 365 service administration course delivered as an instructor-led guided demonstration. Because tenant-level administration cannot safely be performed by 15 students in a shared environment, this course is structured as a step-by-step walkthrough of the actual Microsoft 365, SharePoint, Teams, Power Platform, Power BI, Copilot, Entra, Defender, Purview, and Intune admin centers. Participants follow along, ask questions, and leave with a complete lab-style reference manual they can return to in their own tenant. Includes GCC/Gov Note callouts throughout for features that work differently in U.S. government cloud environments.

Learning Objectives:

- Navigate the Microsoft 365 Admin Center
- Manage users, groups, and licenses in Entra ID
- Configure SharePoint Online, OneDrive, and Teams admin settings
- Monitor service health and usage/adoption reports
- Understand Security and Purview (compliance) at an admin overview level
- Manage devices with Intune
- Administer Copilot settings and guardrails
- Understand admin basics for Power Platform and Power BI

Modules:

Day 1 — Core Administration • Module 1: Admin Center Fundamentals • Module 2: SharePoint Online Administration • Module 3: OneDrive for Business Administration • Module 4: Microsoft Teams Administration • Module 5: Power Platform Administration (Overview) • Module 6: Power BI Administration (Overview) • Module 7: Copilot Administration (Overview) • Module 8: Monitoring and Reporting • Day 2 — Identity, Security, Compliance, Devices • Module 9: Identity with Microsoft Entra ID • Module 10: Security in Microsoft 365 (Admin Overview) • Module 11: Microsoft Purview (Compliance) • Module 12: Endpoint Management with Microsoft Intune • Module 13: Licensing, Billing, and Support

COURSE 20 | SBSI-CPLT-QS

Microsoft 365 Copilot Quick-Start

2-3 Hour Workshop - Aligned to Microsoft Learn MS-4021

Duration

2-3 Hours — Instructor-Led Live Workshop (Virtual or On-Site)

Audience

Business users with the Microsoft 365 Copilot add-on license who need a fast, high-impact introduction. Ideal for lunch-and-learns, executive briefings, onboarding cohorts, and follow-on sessions after a Copilot rollout.

Prerequisites

Microsoft 365 Copilot add-on license. Familiarity with Word, Excel, Outlook, and Teams.

Description: A focused 2-3 hour workshop that gives participants the essentials of Microsoft 365 Copilot in a single sitting. Aligned to the topics in the Microsoft Learn path Get started with Microsoft 365 Copilot (MS-4021), with all slides and exercises authored by SBSI. Covers the GCSE prompt framework, top use cases in Outlook, Word, Excel, and PowerPoint, and the safe-use practices every user needs before they start.

Designed as either a standalone introduction or a kickoff for participants who will continue to the 1-Day Foundations or Draft, Analyze, Present workshops.

Learning Objectives:

- Explain what Microsoft 365 Copilot is and how it grounds answers in tenant data
- Apply the GCSE prompt framework (Goal, Context, Source, Expectations)
- Use Copilot for the highest-value scenarios in Outlook, Word, Excel, and PowerPoint
- Recognize what Copilot can and cannot do (hallucination, scope, license limits)
- Apply safe-use practices: data boundaries, sharing, organizational policy

Modules:

Module 1: What Copilot Is and How It Works • Module 2: Prompting Essentials • Module 3: High-Value Scenarios • Module 4: Safe Use and Next Steps

COURSE 21 | SBSI-CPLT-CHAT

Microsoft 365 Copilot Chat for End Users

Half-Day Workshop - For Users WITHOUT the Copilot Add-On License

Duration	Half-Day (3-4 Hours) — Demo-Driven with Guided Exercises
Audience	Microsoft 365 users who have Copilot Chat (the free experience included with most M365 commercial licenses) but do NOT have the Microsoft 365 Copilot add-on license. Ideal for organizations rolling out Copilot Chat tenant-wide without committing to the per-user add-on, or budget-conscious clients who want to enable users with what they already have.
Prerequisites	Active Microsoft 365 license that includes Copilot Chat (most commercial M365 and Office 365 plans). No add-on license required.

Description: A practical half-day workshop on the Microsoft 365 Copilot Chat experience that is INCLUDED with most Microsoft 365 commercial licenses - no add-on required. Participants learn what Copilot Chat can do today (web and work-grounded chat at m365.cloud.microsoft/chat, Outlook, and Teams), where its limits are compared to the full Microsoft 365 Copilot add-on, and how to use it safely for everyday work. Honest framing throughout: this course teaches participants to maximize what they have, and clearly identifies the scenarios that DO require the paid add-on so participants understand their upgrade path if they need it.

Learning Objectives:

- Distinguish Copilot Chat (free/included) from Microsoft 365 Copilot (paid add-on)
- Access Copilot Chat at m365.cloud.microsoft/chat, in Outlook, and in Teams
- Use web-grounded and work-grounded chat for research, summarization, and drafting
- Apply the GCSE prompt framework for better results
- Recognize when a scenario requires the paid add-on (in-app drafting in Word/Excel/PowerPoint)
- Apply safe-use practices: data boundaries, sharing, and organizational policy

Modules:

Module 1: What Copilot Chat Is (and What It Is Not) • Module 2: Prompting Fundamentals • Module 3: Daily Workflows with Copilot Chat • Module 4: Honest Limits - When You Need the Add-On • Module 5: Safe and Smart Use

COURSE 22 | SBSI-CPLT-CUST

Microsoft 365 Copilot for Custom Business Scenarios

1-Day Customizable Workshop - Tailored to Your Industry

Duration	1 Day — Demo-Driven with Custom-Scenario Labs (Tailored Per Engagement)
Audience	Business users with the Microsoft 365 Copilot add-on license whose organization wants Copilot training scoped to specific business scenarios. Common use cases: supply chain (vendor email monitoring, PO delays, shipment status), financial services (policy lookup, compliance summaries), HR (onboarding, policy QA), and customer service (response drafting from tenant content).
Prerequisites	Microsoft 365 Copilot add-on license. Pre-engagement scoping call with SBSI to identify 2-3 business scenarios to customize the applied modules.

Description: A customizable 1-day Copilot workshop where the foundations are standard and the applied modules are tailored to your industry. Standard modules (Copilot foundations, Outlook productivity, finding and using information) anchor the morning. The afternoon applied-scenario modules are scoped to YOUR business - vendor monitoring, PO tracking, contract summarization, customer service drafting, HR policy lookup, or whatever workflows are most valuable to your team. Includes honest capability notes throughout: this is Copilot only, not Copilot Studio or Power Automate, and the course is upfront about what Copilot alone can and cannot do (it responds when asked, not as automated alerts). Customization is scoped in a pre-engagement call and quoted separately from delivery.

Learning Objectives:

- Apply the foundations of Microsoft 365 Copilot across Outlook, Word, Excel, and PowerPoint
- Build effective prompts for tailored business scenarios using the GCSE framework
- Use Copilot for on-demand workflows specific to your industry (vendor, customer, HR, etc.)
- Recognize what Copilot alone CAN do versus what requires Power Automate, Power BI, or Copilot Studio
- Build a personal prompt library for the workflows that matter to your role
- Apply safe-use practices: tenant boundaries, sharing, and organizational policy

Modules:

Module 1: Copilot Foundations • Module 2: Email Productivity in Outlook • Module 3: Finding and Using Information • Module 4: Applied Scenario 1 - [CUSTOMIZED PER ENGAGEMENT] • Module 5: Applied Scenario 2 - [CUSTOMIZED PER ENGAGEMENT] • Module 6: Honest Capability Notes • Module 7: Wrap-Up and Next Steps

COURSE 23 | SBSI-PROJ-DT

Microsoft Project Desktop 365

3-Day Course for Project Managers and PMO Staff

Duration	3 Days — Instructor-Led with Hands-On Labs and Day 3 Capstone Project
Audience	Project managers, PMO staff, and team leads who use Microsoft Project Desktop (the Windows desktop product, separate from Planner Premium / Project for the Web). Suitable for participants new to MS Project as well as those returning after time away.
Prerequisites	Familiarity with project management concepts (tasks, dependencies, resources, baselines). No prior Microsoft Project experience required. Microsoft Project Desktop license required to complete labs.

Description: A complete three-day course on Microsoft Project Desktop 365 (the Windows desktop product). Day 1 covers the fundamentals: interface, calendars, tasks, dependencies, and resources. Day 2 covers advanced techniques: baseline preparation, scope management, progress tracking, and reporting. Day 3 is a hands-on capstone workshop where participants build, baseline, track, and report on a complete project plan. Includes appendices on importing tasks from Excel, change request templates, and a decision framework comparing Microsoft Project Desktop to Planner Premium.

Learning Objectives:

- Navigate the Microsoft Project Desktop interface and create new project plans
- Configure project calendars and working-time exceptions
- Build a Work Breakdown Structure (WBS) and link tasks with dependencies
- Create a resource pool and assign resources to tasks
- Prepare a plan for baseline approval, resolving over-allocations
- Set the baseline and manage change requests against it
- Track project progress and generate weekly status reports
- Generate reports and dashboards; export data for stakeholders
- Apply the PMO sequence end-to-end in a capstone project

Modules:

Day 1 - Introduction to Microsoft Project • Module 1: Getting Started with Microsoft Project • Module 2: Project Calendars • Module 3: Working with Tasks • Module 4: Task Dependencies and Relationships • Module 5: Resources and Assignments • Day 2 - Advanced Project Management Techniques • Module 6: Preparing the Plan for Baseline Approval • Module 7: Setting the Baseline • Module 8: Change Requests and Scope Management • Module 9: Tracking Project Progress • Module 10: Reporting and Dashboards • Day 3 - Hands-On Workshop and Capstone Project • Day 3 Capstone • Appendices

COURSE 24 | MOC-SC-5007

SC-5007: Implement Retention, eDiscovery, and Communication Compliance in Microsoft Purview

Microsoft Official Curriculum (MOC) — Direct Delivery by SBSI

Duration	3 Days — Microsoft Official Curriculum — Instructor-Led with Skillable Hosted Labs
Audience	Compliance officers, records managers, eDiscovery practitioners, IT security teams, and Microsoft 365 administrators who need to implement and manage data lifecycle, records, eDiscovery, and communication compliance in Microsoft Purview.
Prerequisites	Basic understanding of data governance and compliance concepts. Familiarity with Microsoft Purview and its interface. Knowledge of data lifecycle management principles. Experience with eDiscovery processes. Awareness of communication compliance requirements.

Description: SBSI's direct delivery of the Microsoft Official Curriculum (MOC) Learning Path SC-5007. Delivered by Cecil Renshaw, MCT, under SBSI's Microsoft Partner status with Learning option — no Learning Partner intermediary required. Course content follows the official Microsoft modules exactly; hands-on labs are delivered via Skillable, Microsoft's hosted lab platform. Participants leave with the SBSI/SBSI-MCT exam-readiness perspective on top of Microsoft's official material. This course manages data lifecycle, records management, eDiscovery, and communication compliance with Microsoft Purview.

Learning Objectives:

- Implement and manage retention policies and retention labels in Microsoft Purview
- Manage records and disposition reviews
- Understand Microsoft Purview eDiscovery (case-based structure, role-based access)
- Create and manage eDiscovery cases
- Manage data sources and holds in eDiscovery
- Search for content across Microsoft 365 with eDiscovery
- Analyze and prepare content in review sets
- Detect and address communication risks with Communication Compliance
- Implement an end-to-end retention, eDiscovery, and communication compliance scenario

Modules:

Module 1: Implement and Manage Retention with Microsoft Purview • Module 2: Manage Records and Disposition with Microsoft Purview • Module 3: Understand Microsoft Purview eDiscovery • Module 4: Create and Manage eDiscovery Cases • Module 5: Manage Data Sources and Holds in eDiscovery • Module 6: Search for Content with eDiscovery • Module 7: Analyze and Prepare Content in eDiscovery Review Sets • Module 8: Detect and Address Communication Risks with Communication Compliance • Module 9: Implementation Exercise — Retention, eDiscovery, and Communication Compliance

COURSE 25 | MOC-PL-300**PL-300: Microsoft Power BI Data Analyst**

Microsoft Official Curriculum (MOC) — Direct Delivery by SBSI

Duration	3 Days — Microsoft Official Curriculum — Instructor-Led with Skillable Hosted Labs
Audience	Data professionals and business-intelligence professionals who want to accurately perform data analysis using Power BI. Also targeted at individuals who develop reports that visualize data from data-platform technologies in the cloud and on-premises. Excellent preparation for the PL-300 certification exam.
Prerequisites	Understanding of core data concepts. Knowledge of working with relational data in the cloud. Knowledge of working with non-relational data in the cloud. Knowledge of data analysis and visualization concepts. Microsoft Azure Data Fundamentals (DP-900) provides an excellent foundation.

Description: SBSI's direct delivery of the Microsoft Official Curriculum (MOC) course PL-300T00-A — Design and Manage Analytics Solutions Using Power BI. Delivered by Cecil Renshaw, MCT, under SBSI's Microsoft Partner status with Learning option — no Learning Partner intermediary required. Course content follows the official Microsoft modules exactly; hands-on labs are delivered via Skillable, Microsoft's hosted lab platform. Cecil brings 35+ years of IT experience and 18+ years of independent Power BI consulting to every module — exam-readiness perspective combined with field-tested context. Excellent preparation for the PL-300 certification.

Learning Objectives:

- Ingest, clean, and transform data using Power Query
- Design a data model for performance and scalability
- Create model calculations using DAX (measures, calculated columns, time intelligence)
- Optimize model performance, including DirectQuery and aggregations

- Design and create reports for data analysis with accessibility in mind
- Apply and perform advanced analytics including AI visuals
- Create dashboards and configure tile alerts
- Create paginated reports in Power BI Report Builder
- Manage and share Power BI assets: workspaces, apps, security
- Prepare for and pass the Microsoft PL-300 certification exam

Modules:

Module 1: Get Started with Microsoft Data Analytics • Module 2: Prepare Data in Power BI • Module 3: Clean, Transform, and Load Data in Power BI • Module 4: Design a Data Model in Power BI • Module 5: Create Model Calculations Using DAX in Power BI • Module 6: Optimize Model Performance in Power BI • Module 7: Create Reports in Power BI • Module 8: Create Dashboards in Power BI • Module 9: Enhance Reports for Usability and Storytelling in Power BI • Module 10: Perform Advanced Analytics in Power BI • Module 11: Manage Datasets in Power BI • Module 12: Create and Manage Workspaces in Power BI

COURSE 26 | SBSI-DDD

From Dashboards to Decisions

A 1-Day Power BI + Decision-Making Workshop Featuring the D.A.T.A. Framework.

Duration	1 Day (or 2 half-days) — Demo-Driven with Hands-On Labs and Framework Checkpoints
Audience	Executives, managers, analysts, and professionals across government and private enterprise who use data to make decisions about projects, initiatives, programs, or operations. The course that picks up where PL-300 and Power BI Jumpstart end - taking participants from dashboard-building into structured, defensible decision-making. No advanced technical skills required.
Prerequisites	Comfort with Microsoft 365 (Excel, SharePoint, Forms). Prior Power BI experience helpful but not required.

Description: Most Power BI training ends at 'you can build a dashboard.' This SBSI-authored 1-day workshop starts where those courses leave off. Participants take a single messy dataset and walk it through the entire data-driven decision cycle: assessing data quality, refining it into a trustworthy source, visualizing it to find insights, using those insights to set strategic priorities, and building a reliable system to collect better data from the start. Centerpiece is SBSI's proprietary D.A.T.A. Framework - a structured decision-making model for prioritization, performance targets, and crisis response. Participants leave with a repeatable process they can apply to any data challenge in their organization.

Learning Objectives:

- Use Power Query for the Data X-Ray - automatically surfacing hidden data quality issues
- Apply a repeatable 5-step process to clean and standardize any dataset
- Build a two-page interactive Power BI dashboard showing portfolio health and performance trends
- Set goals, performance targets, and thresholds that survive scrutiny
- Apply the D.A.T.A. Framework's Priority Matrix to set strategic priorities
- Build a smart Microsoft Form and a secure SharePoint List for reliable data collection
- Apply the D.A.T.A. Framework Case Study to a portfolio crisis scenario

Modules:

Module 1: The Foundation - From Messy Data to Trustworthy Insights • Module 2: The Strategy - From Insights to Decisions • Module 3: The System - Building a Reliable Data Collection Process • Microsoft 365 Tools Used

COURSE 27 | MOC-PL-200

PL-200: Microsoft Power Platform Functional Consultant

Microsoft Official Curriculum (MOC) — Direct Delivery by SBSI

Duration	5 Days — Microsoft Official Curriculum — Instructor-Led with Skillable Hosted Labs
Audience	Aspiring or current Power Platform Functional Consultants who create and configure apps, automations, and solutions; act as the liaison between users and the implementation team; perform discovery, capture requirements, and map requirements to features. Excellent preparation for the PL-200 certification.
Prerequisites	Experience as an IT professional or student. Familiarity with Microsoft 365 and basic business analysis concepts.

Description: SBSI's direct delivery of the Microsoft Official Curriculum (MOC) course PL-200T00. Delivered by Cecil Renshaw, MCT, under SBSI's Microsoft Partner status with Learning option — no Learning Partner intermediary required. Course content follows the official Microsoft modules exactly; hands-on labs are delivered via Skillable. Course may contain a 1-day Applied Workshop where participants build an end-to-end solution including Dataverse database, Power Apps canvas app, and Power Automate flows for a fictitious company.

Learning Objectives:

- Work with an organization to gather requirements and implement Power Platform solutions
- Build model-driven, canvas, and Power Pages apps
- Create Power Automate cloud and desktop flows
- Design a simple chatbot using Microsoft Copilot Studio (formerly Power Virtual Agents)
- Analyze data using Power BI visualizations and dashboards
- Manage solutions: package, import, export, deploy
- Apply AI Builder models in Power Apps and Power Automate
- Prepare for and pass the Microsoft PL-200 certification exam

Modules:

Module 1: Introduction to Microsoft Power Platform • Module 2: Dataverse — Tables, Columns, Relationships • Module 3: Dataverse Security and Administration • Module 4: Model-Driven Apps and Dynamics 365 • Module 5: Canvas Apps in Power Apps • Module 6: Power Pages • Module 7: Business Rules and Dataverse for Teams • Module 8: Power Automate • Module 9: Microsoft Copilot Studio (formerly Power Virtual Agents) • Module 10: Power BI Within the Power Platform • Module 11: Solutions, Data Management, and AI Builder • Module 12: Functional Consultant Skills • Optional Applied Workshop (Day 5)

COURSE 28 | MOC-MS-700

MS-700: Manage Collaboration and Communication with Microsoft Teams

Microsoft Official Curriculum (MOC) — Direct Delivery by SBSI

Duration	4 Days — Microsoft Official Curriculum — Instructor-Led with Skillable Hosted Labs
Audience	Current and aspiring Microsoft Teams administrators responsible for the Teams lifecycle — from initial planning and deployment through meetings, voice, device integration, and compliance. Excellent preparation for the MS-700 certification.
Prerequisites	Familiarity with Microsoft 365 administration. General networking concepts. PowerShell awareness helpful.

Description: SBSI's direct delivery of the Microsoft Official Curriculum (MOC) course MS-700T00. Delivered by Cecil Renshaw, MCT, under SBSI's Microsoft Partner status with Learning option — no Learning Partner intermediary required. Course content follows the official Microsoft modules exactly; hands-on labs are delivered via Skillable. Covers planning, deploying, managing, and securing Microsoft Teams across the Teams admin lifecycle.

Learning Objectives:

- Plan and configure a Microsoft Teams environment
- Implement governance, security, and compliance for Teams
- Prepare the network environment for Teams deployment
- Deploy and manage teams, channels, and apps
- Manage collaboration experiences and settings
- Manage communication: meetings, calling, voice
- Prepare for and pass the Microsoft MS-700 certification exam

Modules:

Module 1: Microsoft Teams Overview • Module 2: Implement Microsoft Teams Governance, Security and Compliance • Module 3: Prepare the Environment for a Microsoft Teams Deployment • Module 4: Deploy and Manage Teams • Module 5: Manage Collaboration in Microsoft Teams • Module 6: Manage Communication in Microsoft Teams

COURSE 29 | MOC-DP-300

DP-300: Administering Microsoft Azure SQL Solutions

Microsoft Official Curriculum (MOC) — Direct Delivery by SBSI

Duration	4 Days — Microsoft Official Curriculum — Instructor-Led with Skillable Hosted Labs
Audience	Database administrators, data professionals, and IT staff who administer SQL Server database infrastructure for cloud, on-premises, and hybrid relational databases, and who work with Microsoft PaaS relational database offerings (Azure SQL Database, Azure SQL Managed Instance, SQL Server on Azure VM). Excellent preparation for the DP-300 certification.
Prerequisites	Working knowledge of relational databases and SQL. Familiarity with database administration concepts. Some exposure to Azure helpful.

Description: SBSI's direct delivery of the Microsoft Official Curriculum (MOC) course DP-300T00. Delivered by Cecil Renshaw, MCT, under SBSI's Microsoft Partner status with Learning option — no Learning Partner intermediary required. Course content follows the official Microsoft modules exactly; hands-on labs are delivered via Skillable. Covers the role of the Azure Database Administrator, key differences between SQL Server-based database options in Azure, planning and implementing data-platform resources, securing data, monitoring and optimizing performance, automating routine tasks, and high-availability / disaster recovery for relational data.

Learning Objectives:

- Explain the role of the Azure Database Administrator and the Azure SQL options
- Plan and implement data platform resources in Azure
- Migrate SQL workloads to Azure SQL platforms
- Manage and secure data in Azure SQL services
- Monitor and optimize operational resources
- Optimize query performance
- Automate routine database administration tasks
- Plan and configure high availability and disaster recovery
- Prepare for and pass the Microsoft DP-300 certification exam

Modules:

Module 1: The Role of the Azure Database Administrator • Module 2: Plan and Implement Data Platform Resources • Module 3: Implement a Secure Environment • Module 4: Monitor and Optimize Operational Resources • Module 5: Optimize Query Performance • Module 6: Automation of Tasks • Module 7: Plan and Implement a High Availability and Disaster Recovery Environment

COURSE 30 | MOC-PL-900

PL-900: Microsoft Power Platform Fundamentals

Microsoft Official Curriculum (MOC) — Direct Delivery by SBSI

Duration	1 Day (2 Days with extended labs) — Microsoft Official Curriculum — Instructor-Led with Skillable Hosted Labs
Audience	Anyone aspiring to start a career in technology and those already in technology roles who want to validate Power Platform skills. Common audiences: business users, business analysts, citizen developers, and IT professionals new to Power Platform. Excellent preparation for the PL-900 certification.
Prerequisites	Familiarity with Microsoft 365. No technical background required.

Description: SBSI's direct delivery of the Microsoft Official Curriculum (MOC) course PL-900T00. Delivered by Cecil Renshaw, MCT, under SBSI's Microsoft Partner status with Learning option — no Learning Partner intermediary required. Course content follows the official Microsoft modules exactly; hands-on labs are delivered via Skillable. Covers the business value and product capabilities of Microsoft Power Platform: Dataverse, Power Apps, Power Automate, Power BI, Microsoft Copilot Studio (formerly Power Virtual Agents), and Power Pages.

Learning Objectives:

- Describe the business value of Microsoft Power Platform

- Identify the core components of Power Platform: Dataverse, AI Builder, connectors
- Describe the capabilities of Power Apps (canvas, model-driven, Power Pages)
- Describe the capabilities of Power Automate (cloud flows, desktop flows)
- Describe the capabilities of Power BI
- Describe complementary Power Platform solutions including Copilot Studio
- Prepare for and pass the Microsoft PL-900 certification exam

Modules:

Module 1: Introduction to Microsoft Power Platform • Module 2: Introduction to Microsoft Dataverse • Module 3: Get Started with Power Apps • Module 4: Get Started with Power Automate • Module 5: Get Started with Power BI • Module 6: Introduction to Power Virtual Agents (Microsoft Copilot Studio)

COURSE 31 | MOC-DP-900

DP-900: Microsoft Azure Data Fundamentals

Microsoft Official Curriculum (MOC) — Direct Delivery by SBSI

Duration	1 Day — Microsoft Official Curriculum — Instructor-Led with Skillable Hosted Labs
Audience	Anyone interested in cloud data concepts: aspiring data analysts, business analysts, data engineers, and IT staff. Excellent foundation before pursuing PL-300, DP-300, or other Azure data certifications.
Prerequisites	Familiarity with basic computing concepts. No prior data background required.

Description: SBSI's direct delivery of the Microsoft Official Curriculum (MOC) course DP-900T00 — Microsoft Azure Data Fundamentals. Delivered by Cecil Renshaw, MCT, under SBSI's Microsoft Partner status with Learning option. Course content follows the official Microsoft modules exactly; hands-on labs are delivered via Skillable. Cecil brings 18+ years of independent consulting experience in data and analytics to every module.

Learning Objectives:

- Describe core data concepts (relational, non-relational, transactional, analytical)
- Identify considerations for relational data in Azure
- Identify considerations for non-relational data in Azure
- Describe data analytics core concepts
- Describe modern data warehouse analytics in Azure
- Prepare for and pass the Microsoft DP-900 certification exam

Modules:

Module 1: Explore Core Data Concepts • Module 2: Explore Relational Data in Azure • Module 3: Explore Non-Relational Data in Azure • Module 4: Explore Data Analytics in Azure

COURSE 32 | MOC-AB-900

AB-900: Introduction to Microsoft 365 and AI Administration

Microsoft Official Curriculum (MOC) — Direct Delivery by SBSI

Duration	1-2 Days — Microsoft Official Curriculum — Instructor-Led with Skillable Hosted Labs
Audience	Aspiring or current Microsoft 365 administrators, IT staff supporting M365 deployments, and anyone preparing for M365 admin certifications. The modern successor to the retired MS-900.
Prerequisites	General IT awareness. Familiarity with Microsoft 365 end-user apps. No prior admin experience required.

Description: SBSI's direct delivery of the Microsoft Official Curriculum (MOC) AB-900 — Introduction to Microsoft 365 and AI Administration. Delivered by Cecil Renshaw, MCT, under SBSI's Microsoft Partner status with Learning option. Course content follows the official Microsoft modules exactly; hands-on labs are delivered via Skillable. Cecil brings his former IDOT CTO and 18+ years of M365 consulting context to every module.

Learning Objectives:

- Describe the Microsoft 365 admin landscape and admin center
- Manage users, groups, and licenses
- Configure core services: SharePoint, Teams, Exchange Online, OneDrive
- Understand Microsoft 365 Copilot and AI administration
- Apply security and compliance fundamentals (Entra, Defender, Purview overview)
- Prepare for and pass the Microsoft AB-900 certification exam

Modules:

Section 1: Explore Microsoft 365 Administration • Section 2: Explore Microsoft 365 Copilot and Agent Administration

COURSE 33 | MOC-MS-4023

MS-4023: Transform Ideas into Action with Copilot Chat (Basic)

Microsoft Official Curriculum (MOC) — Direct Delivery by SBSI

Duration	3 Hours — Microsoft Official Curriculum — Instructor-Led Workshop
Audience	End users with the free Copilot Chat included in most M365 licenses. Beginners who need a fast introduction to what Copilot Chat can do. Ideal for lunch-and-learns and short organizational rollouts.
Prerequisites	Active Microsoft 365 license with Copilot Chat. No prior AI experience required.

Description: SBSI's direct delivery of the Microsoft Official Curriculum (MOC) MS-4023 — Transform Ideas into Action with Copilot Chat (Basic). Delivered by Cecil Renshaw, MCT, under SBSI's Microsoft Partner status with Learning option. Course content follows the official Microsoft modules exactly. Perfect short-format complement to the SBSI Copilot Chat for End Users (Half-Day) course for organizations that want a Microsoft-branded delivery.

Learning Objectives:

- Understand what Copilot Chat is and what it can do
- Use Copilot Chat for daily workflows: email, document drafts, research
- Apply prompting best practices
- Recognize what requires the Copilot add-on vs. what's free

Modules:

Module 1: Get Started with Microsoft 365 Copilot Chat • Module 2: Write Effective Prompts • Module 3: Use AI-Powered Features

COURSE 34 | MOC-MS-4004

MS-4004: Empower Your Workforce with Microsoft 365 Copilot Use Cases

Microsoft Official Curriculum (MOC) — Direct Delivery by SBSI

Duration	1 Day — Microsoft Official Curriculum — Instructor-Led with Skillable Hosted Labs
Audience	Business users with the Microsoft 365 Copilot add-on license, change management leaders, training coordinators, and IT staff supporting Copilot rollouts. Use-case-driven introduction across the M365 suite.
Prerequisites	Microsoft 365 Copilot add-on license. Familiarity with M365 apps (Word, Excel, PowerPoint, Outlook, Teams).

Description: SBSI's direct delivery of the Microsoft Official Curriculum (MOC) MS-4004 — Empower Your Workforce with Microsoft 365 Copilot Use Cases. Delivered by Cecil Renshaw, MCT, under SBSI's Microsoft Partner status with Learning option. Course content follows the official Microsoft modules exactly; hands-on labs delivered via Skillable.

Learning Objectives:

- Identify high-value Copilot use cases across M365 apps
- Apply Copilot in Outlook, Word, Excel, PowerPoint, and Teams
- Build prompt libraries for repeatable workflows
- Develop adoption strategies for Copilot rollouts

Modules:

Module 1: Executive Business Scenarios • Module 2: Sales Business Scenarios • Module 3: Marketing Business Scenarios • Module 4: Finance Business Scenarios • Module 5: IT Business Scenarios • Module 6: HR Business Scenarios • Module 7: Operations Business Scenarios • Module 8: Communications Business Scenarios • Module 9: Customer Service Business Scenarios • Module 10: Legal Business Scenarios

COURSE 35 | MOC-MS-4019

MS-4019: Transform Your Everyday Business Processes with Agents

Microsoft Official Curriculum (MOC) — Direct Delivery by SBSI

Duration	1 Day — Microsoft Official Curriculum — Instructor-Led with Skillable Hosted Labs
Audience	Business users and citizen developers with the Microsoft 365 Copilot add-on license who want to build and deploy custom Copilot agents tied to specific business processes.

Prerequisites

Microsoft 365 Copilot add-on license. Comfort with M365 apps. Some exposure to Copilot Chat or SharePoint helpful.

Description: SBSI's direct delivery of the Microsoft Official Curriculum (MOC) MS-4019 — Transform Your Everyday Business Processes with Agents. Delivered by Cecil Renshaw, MCT, under SBSI's Microsoft Partner status with Learning option. Course content follows the official Microsoft modules exactly; hands-on labs delivered via Skillable. Pairs well with SBSI's Advanced Copilot (Day 2) for participants who want deeper hands-on agent work.

Learning Objectives:

- Understand the role of agents in M365 Copilot
- Identify business processes suited to agent automation
- Build basic agents from the Copilot homepage
- Configure agents with knowledge sources and actions
- Deploy and share agents within an organization

Modules:

Module 1: Get Started with Agents • Module 2: Build and Manage an Agent • Module 3: Share and Use Agents

Delivery Options & Engagement

Delivery Formats

Live Virtual (Microsoft Teams or Zoom)

Full instructor-led delivery via Teams or Zoom. Includes labs, breakouts, Q&A, and student materials delivered electronically. The most common format for partner-delivered engagements.

On-Site (Continental U.S.)

Classroom delivery at the client's facility or a partner training center. Travel scheduled and quoted per engagement.

Hybrid

Mixed in-person and remote attendees in a single session. SBSI provides guidance on room setup for camera, audio, and student visibility.

Train-the-Trainer

Materials transfer and instructor enablement for training companies who want to take a course in-house. Includes courseware license, train-the-trainer session, and Q&A support window.

Customization

SBSI-authored courses are designed to be tailored. Common customizations: industry-specific datasets (government, financial services, healthcare, manufacturing); client-relevant scenarios (e.g., vendor monitoring for supply chain, policy lookup for HR, compliance summaries for legal); customer branding on materials and labs; module add/remove to fit specific time windows or skill gaps; and white-label delivery for training partners. Customization is scoped in a pre-engagement call and quoted separately from delivery.

Note: Microsoft Official Curriculum (MOC) courses follow Microsoft's exact module structure and use Microsoft's Skillable hosted labs — these are not customizable by design. If client-specific scenarios are required, the SBSI-authored equivalent in the same focus area is the right choice.

Student Materials

All courses include a full lab manual (typically 80–200+ pages depending on the course), instructor slides, sample files, and quick-reference cards where applicable. Materials are SBSI-authored and updated on a continuous cadence to reflect Microsoft product changes.

Languages

Courses are delivered in English. Materials are available in English only at this time.

Booking and Inquiries

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