

MICROSOFT COPILOT

AI Business Practitioner Certified Training Program

2 Months | 26 Hours

Face to Face or Online

Prerequisites: Access to Copilot & Chatgpt Plus



Word



Excel



PowerPoint



Copilot Studio



Teams



Outlook



Agentic AI



SharePoint



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+974 77758695



www.teamacademy.co

Target Audience

Business professionals working in



Project Management

Improve planning, reporting, and stakeholder communications using AI-powered automation.



Financial Planning & Forecasting

Automate financial reports, and analyze trends using Excel Copilot and Power BI integrations.



Risk Management

Enhance risk detection, mitigation analysis, through AI-driven data modeling and scenario testing.



Innovation & Operational Support

Drive operational efficiency by Copilot agents tools like Outlook, Word, Teams, SharePoint, and Power Automate.



Strategy & Governance

Support strategic decisions, stakeholder mapping, and AI-generated policy drafts.



Staff & Other Team Members

Empower employees at all levels with AI tools that improve productivity, task automation, and collaboration.





PROGRAM ROAD MAP

AI Business Practitioner Certified Training Program

Basic Awareness Of
LLM & Copilot
Capabilities Overview

Copilot for Personal Productivity:
Word, Excel, Power Point, Outlook,
Notepad, One Note and MS 365 Copilot

Enterprise Apps:
Power Apps, Power Automate,
One drive, SharePoint,
Loop, Outlook, Presentation
with Sway, Lists, Survey &
Forms, Power Pages

**Chat Bots and Agents and
Agentic AI Framework:**

- AI Chat Bot with Copilot,
- AI Agent with Copilot,
- Build a Custom GPT with Open AI,
- Machine Learning Models Explained

Application in Business process automation:

- Integrate Tools & MCP Protocols,
- Build connections between AI Agents,
- Overview of N8N Workflow Vs
Copilot Studio











- Integrate AI Agents with
Word, Excel, PowerPoint and MS
365 Apps.
- Foundations of Azure AI
- Foundations of Open AI Platform

AI 900
Certification

Internship
Project

Domain 1

Copilot for Personal Productivity Week 1 - Copilot Walkthrough

-  Foundations of AI & LLM - Basic Terminologies.
-  What is Copilot & Capabilities overview ?
-  How to get the best Copilot Subscription - Personal Vs Family Vs Business
-  Copilot MS 365 Interface Walkthrough
-  Basics of Prompt Engineering.
-  Basics of Personas
-  Advanced prompting techniques - Research & Analytics
-  Copilot Chat Vs App Skills.
-  Knowledge Graphs Vs Vector Stores.
-  Getting Started with Copilot Prompts













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Week 2 & 3










-  Copilot for Excel
-  Copilot for Power Point Presentation Vs Prezi Vs Tome.app
-  Copilot for Notepad
-  Copilot for One Note
-  Copilot for Outlook
-  Copilot for Teams
-  Copilot for Word Vs Pitch Power Vs Humata
-  Copilot for Whiteboard
-  Note book with MS 365
-  Create with Copilot MS 365

Microsoft 365 Copilot

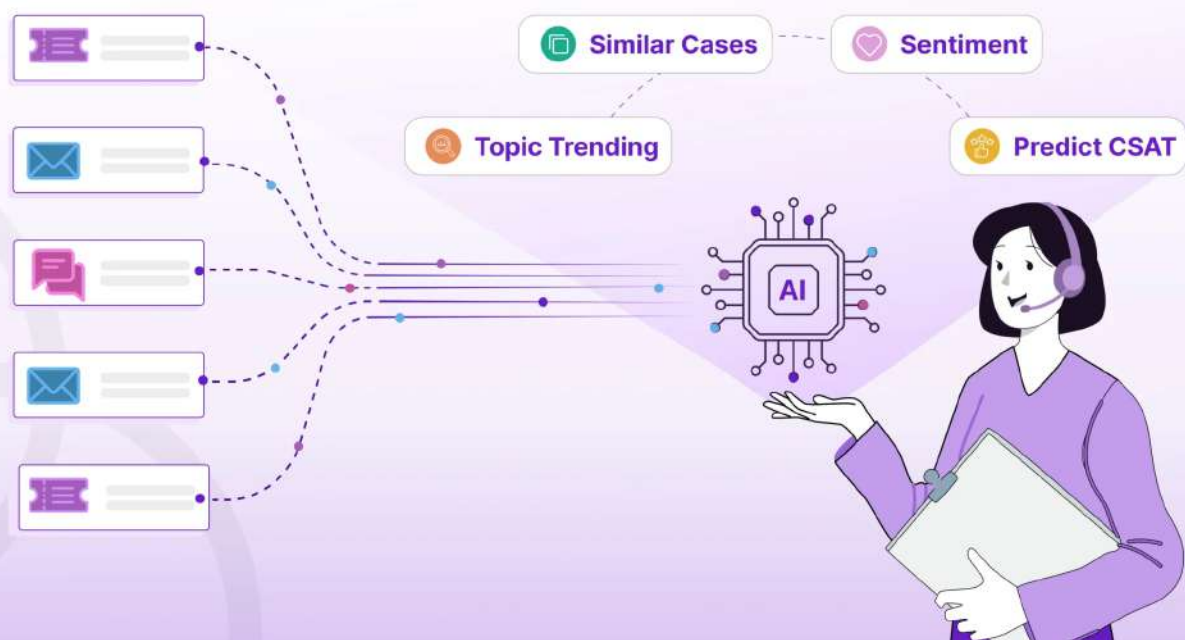


Domain 2

Domain 2 - Copilot for Enterprise Productivity - Week 4 & 5





-  Copilot for Power Apps - App Creator
-  Copilot for Power Automate - Workflow Automation
-  Copilot for One drive
-  Copilot for SharePoint
-  Copilot for Loop
-  Presentation with Sway
-  Bookings With Outlook
-  Copilot for Lists, Survey & Forms
-  Copilot for Power Pages








Domain 3

Copilot for AI Chat Bots & AI Agent Creation. Week 6

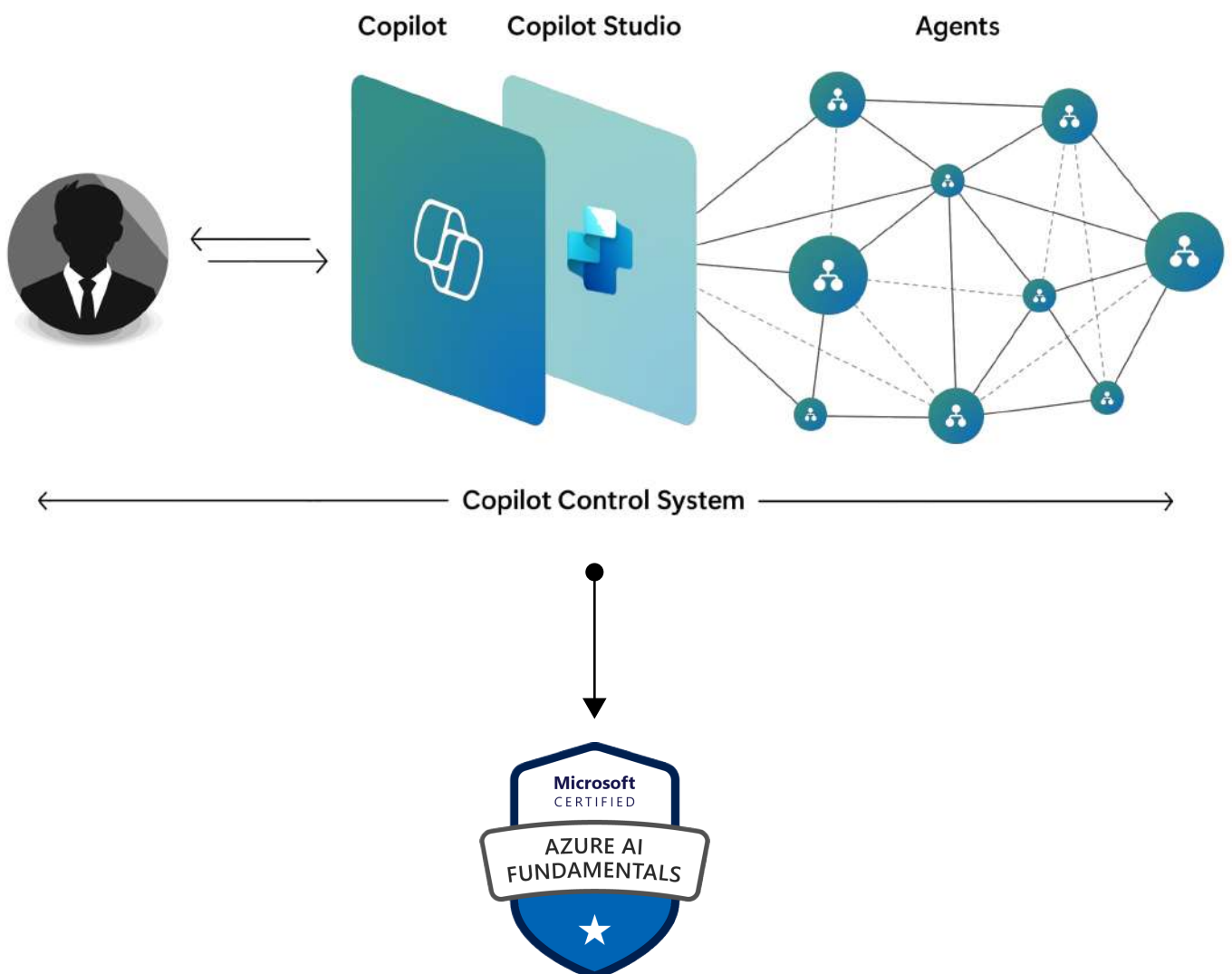
-  Build an AI Chat Bot with Copilot
-  Build an AI Agent with Copilot - Tools, Knowledge & Channels.
-  Build a Custom GPT with Open AI
-  Machine Learning Models Explained

Week 7

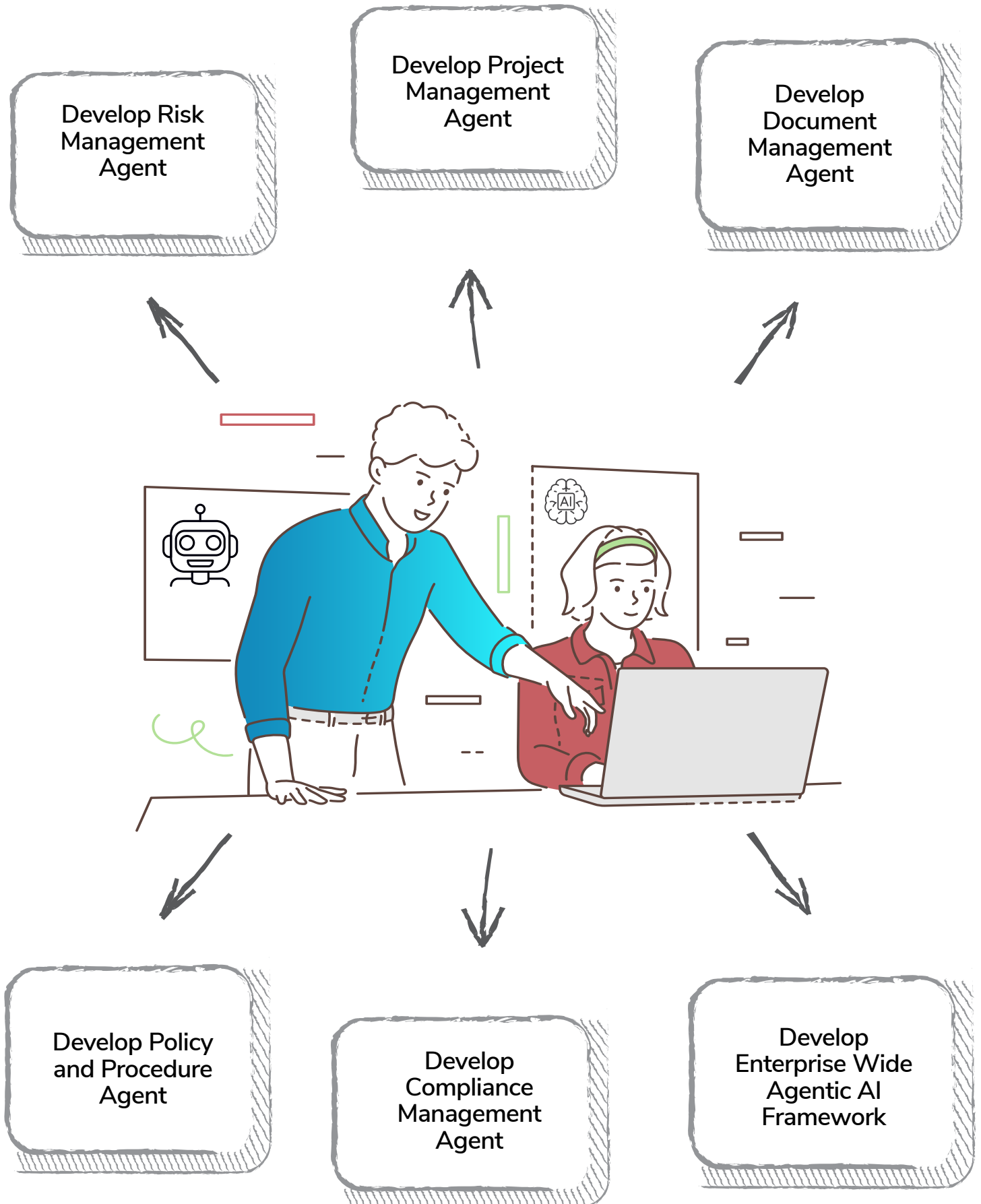
-  Integrate Tools & MCP Protocols for external Connections.
-  Build connections between AI Agents
-  Overview of N8N Workflow Vs Copilot Studio.

Week 8

- Integrate AI Agents with Word, Excel, PowerPoint and MS 365 Apps.
- Foundations of Azure AI
- Foundations of Open AI Platform
- AI Business Practitioner Roles and Responsibilities.
- Getting your AI 900 Certification

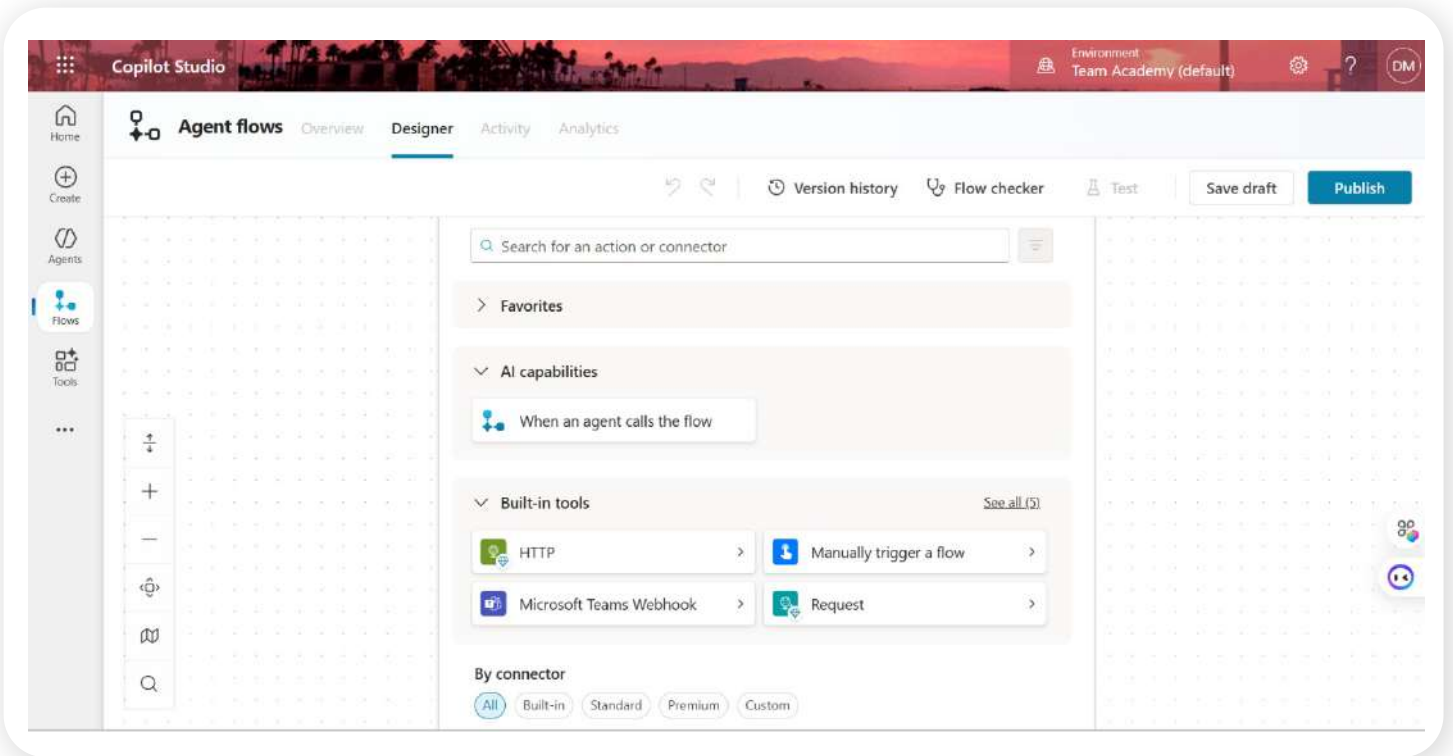
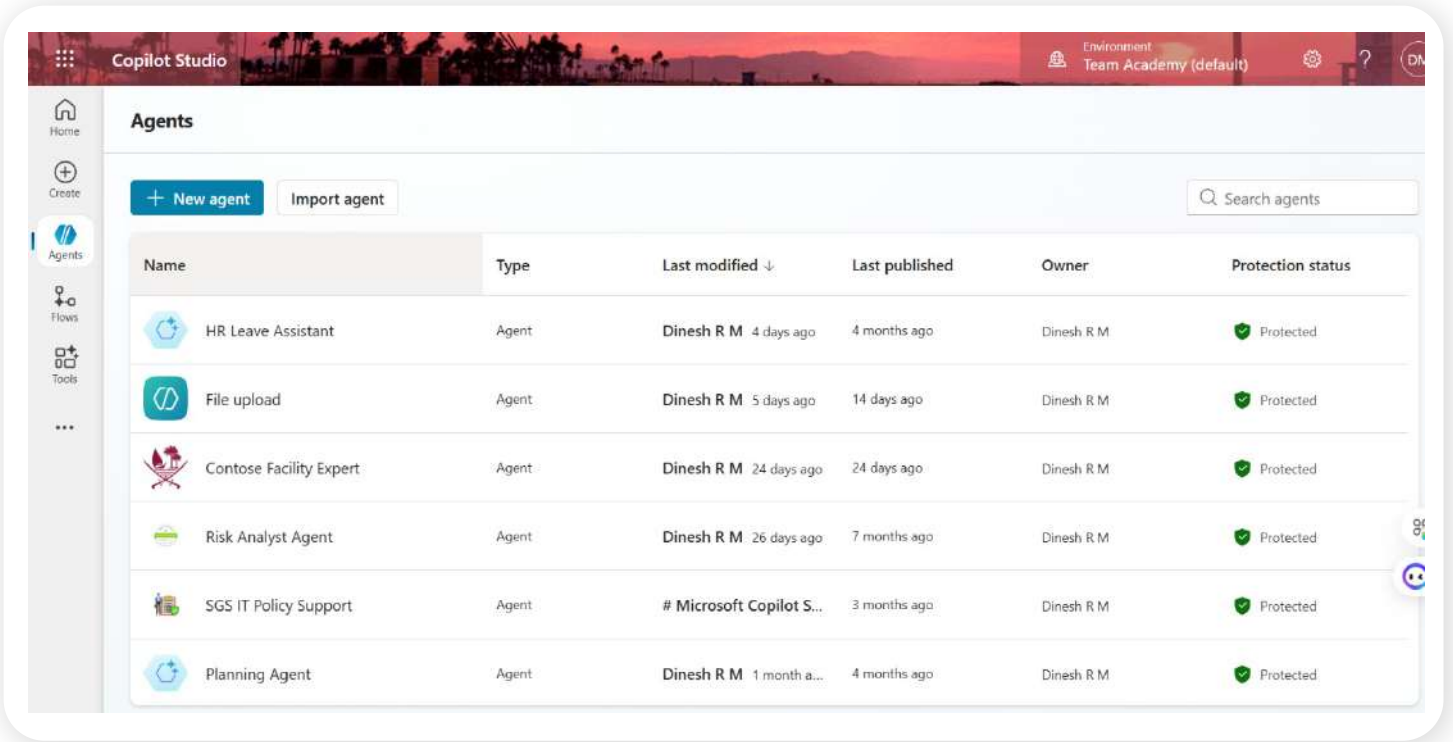


Internship Projects



Program Outcomes

Develop AI Agents and increase your productivity by upto 80 %





**Life long
LMS
Access**



**Comprehensive
Curriculum**



**Live Instructor
Guided
modules**



Our Specialities



**Certified
Microsoft
instructors**



**Life long
community
access**



**Weekly
lecture
uploads**



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Certification

Achieve professional recognition with certifications that validate your expertise in AI Business Practitioner



Microsoft Certified: Azure AI Fundamentals (AI-900)

Gain foundational AI knowledge, learn Azure AI services, and understand Machine Learning, NLP, Computer Vision, and Generative AI.

Skill Sets Endorsed:

Understanding of AI concepts

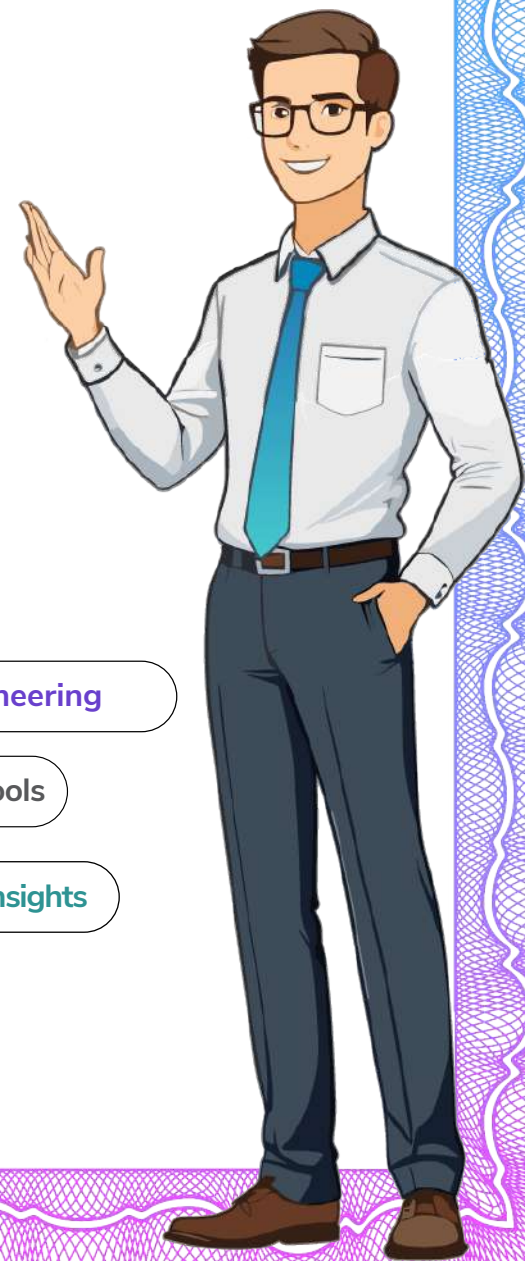
Prompt engineering

Responsible & ethical AI

Automation with AI tools

Building AI workflows

Decision-making with AI insights



Program Features



Get Free Lifelong LMS Access with
100 + Downloadable Resources for
AI Business Process Development



Get Microsoft AI 900 Certification,
Cost : 370 QR (Includes Free Exam
Application Support).



Become a certified practitioner ready
to deploy Copilot and automation
frameworks at scale



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PRINCIPAL COUNSELOR

DINESH R M

PMI Authorized
Training Partner - Instructor



MASTERS



MBA Finance
Christ
University



Portfolio and
Risk Management
Université de Genève

CERTIFIED TRAINER



Authorized
Training Partner
Instructor



Authorized
Training Partner
Instructor



Authorized
Training Partner
Instructor

PROFESSIONAL CERTIFICATIONS



Project
Management
Professional - PMP



ITIL Foundation
Certificate in IT
Service Management



Enterprise
Design Thinking
Practitioner



Enterprise Design
Thinking - Team
Essentials For Ai



Microsoft Certified:
Power Bi Data
Analyst Associate



Security, Compliance,
And Identity
Fundamentals



Microsoft Certified:
Power Platform
Fundamentals



Microsoft 365
Certified:
Fundamentals



Deep Learning
Certified



Agile
Explorer



Using Agile Service
Manager To Understand And
Prevent Service Problems



The AI Ladder: A framework
for Deploying AI in your
Enterprise

Our Partners



Our Clients



1200+
Students
Graduated so far



500+
Jobs Fast
Tracked



25+
Years of IT
experience

 **Haroon Albadri**
7 reviews

★★★★★ 4 weeks ago

I'm Happy to share that I have successfully passed the PMP exam!
I want to extend my sincere gratitude to Mr. Naz for his exceptional teaching. His clear, simple methodology and easy-to-understand examples were instrumental ... [More](#)

 **Ali Asad**

★★★★★

Your teaching style and expertise were truly remarkable. Thanks to your dedication, I've gained valuable skills that I'm excited to apply in my future endeavors. I eagerly anticipate the opportunity to learn more from you. Highly recommended instructor!"

 **Bea Ligot**
1 review

★★★★★ 5 months ago

Power BI is an amazing tool! As someone with a little advanced Excel skills 🤖, I was amazed at how Power BI takes data analysis to an entirely different level! Seriously, it is like a one-stop shop or a one-stop solution - from importing ... [More](#)

 **Amar kolachina**
7 reviews

★★★★★ a week ago **NEW**

The efforts of Team Academy and Mr. Dinesh are truly commendable. The training sessions were well-organized, and I especially appreciated the way the trainer addressed everyone's concerns and clarified doubts with patience and ... [More](#)

 **Walter Lumberio**

★★★★★

Just finished Power BI class from Team Academy and gained so much information than online platforms. Salute to Mr. Dinesh, our very good and energetic instructor. His knowledge and enthusiasm to share that knowledge is really remarkable. The venue, learning portal and method of teaching is worth mentioning as well. Highly...
[Read more](#)

 **Ramaswamy prakash**
4 reviews

★★★★★ a week ago **NEW**

I truly enjoyed the 2-month Power BI training with Team Academy. Our lecturer, Mr. Dinesh, is a master in this subject - he explained every concept clearly and ensured all our doubts were resolved. ... [More](#)

 **Damak syrine**
1 review

★★★★★ 2 weeks ago **NEW**

Team Academy Customer Reviews

4.9 out of 5



4.9 ★★★★★ 289 Google reviews
Educational institution

TEAM ACADEMY

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