

## Pathways and Modules

### Beginner – Foundational Skills (LinkedIn Learn)

#### Digital Literacy & Productivity

**Pathway Description :** Explore the fundamentals of working with operating systems, applications, and productivity tools to confidently navigate online.

**CERTIFICATION :** Certificate of Completion

[View Pathway](#)

#### Pathway Features

**Courses : 3**

**Quizzes: Yes**

**Skill level: Beginner**

**Language: English/French**

**Duration:**

**4**

**hours**

**Exam: No**

#### Learning Outcomes

- Working with Computers and Devices
- Working and Collaborating Online
- Getting Started with Microsoft 365

#### Professional Soft Skills

**Description :** Excel in any job with these essential skills: emotional intelligence and critical thinking to unconscious bias and teamwork.

**CERTIFICATION:** Certificate of Completion

[View Pathway](#)

#### Pathway Features

**Courses : 12**

**Quizzes: Yes**

**Skill level: Beginner**

**Language: English/French**

**Duration : 10 hours**

**Exam: No**

#### Learning Outcomes

	<ul style="list-style-type: none"> <li>• Developing your Emotional Intelligence</li> <li>• Building Resilience</li> <li>• Embracing Unexpected Change</li> <li>• Critical Thinking for Better Judgement and Decision-Making</li> <li>• Why Trust Matters with Rachel Botsman</li> <li>• Teamwork Foundations</li> <li>• Communication Foundations</li> <li>• Effective Listening</li> <li>• Persuading Others</li> <li>• Writing in Plain Language</li> <li>• Banish Your Inner Critic to Unleash Creativity</li> <li>• Unconscious Bias</li> </ul>
<p><b>Entrepreneurship</b></p> <p><b>Description :</b> Discover what you need to succeed as a small business owner from finding and testing your business idea to raising capital.</p> <p><b>CERTIFICATION:</b> Certificate of Completion</p> <p><a href="#">View Pathway</a></p>	<p><b><u>Pathway Features</u></b></p> <p><b>Courses: 8</b></p> <p><b>Quizzes: Yes</b></p> <p><b>Skill level: Beginner</b></p> <p><b>Language: English/French</b></p> <p><b>Duration : 7 hours</b></p> <p><b>Exam: No</b></p> <p><b>Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• Entrepreneurship Foundations</li> <li>• Guy Kawasaki on Entrepreneurship</li> <li>• Entrepreneurship: Finding and Testing Business Ideas</li> <li>• Understanding Business</li> <li>• Creating a Business Plan</li> <li>• Foundations on Raising Capital</li> <li>• Finance Essentials for Small Business</li> <li>• Small Business Marketing</li> </ul>

## Intermediate - Career Essentials Certificates (LinkedIn Learn)

### Administrative Professional

**Description :** Develop essential skills needed for administrative roles, including communication, writing, time management, and must-have software skills.

**CERTIFICATION:** Career Essentials in Administrative Assistance by Microsoft and LinkedIn

[View Pathway](#)

### Pathway Features

**Courses: 9**

**Quizzes: Yes**

**Skill level: Intermediate**

**Language: English/French**

**Duration : 12 hours**

**Exam: Yes – Passing grade of 70%**

### Learning Outcomes

- Administrative Professional Foundations
- Administrative Professional Tips
- Communication Foundations
- Getting started with Microsoft 365
- Optimizing Your Work with Microsoft 365
- Collaborating with Microsoft 365
- Tips to Writing Business Emails
- Time Management Fundamentals
- Note-Taking for Business Professionals

### Project Manager

**Description :** Discover how to manage projects effectively with scheduling, budgeting, and communication, and explore PM tools in Microsoft 365.

### Pathway Features

**Courses: 12**

**Quizzes: Yes**

**Skill level: Intermediate**

**Language: English/French**

**Duration : 15 hours**

**Exam: Yes – Passing grade of 70%**

<p><b>CERTIFICATION:</b> Career Essentials in Project Management by Microsoft and LinkedIn</p> <p><a href="#">View Pathway</a></p>	<p><b>Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• Project Management Foundations (PMF)</li> <li>• PMF: Ethics</li> <li>• PMF: Requirements</li> <li>• PMF: Schedules</li> <li>• PMF: Budgets</li> <li>• PMF: Teams</li> <li>• PMF: Communication</li> <li>• PMF: Risk</li> <li>• Managing Project Stakeholders</li> <li>• Collaborating with Microsoft 365</li> <li>• Managing Projects with Microsoft 365</li> <li>• Optimizing Your Work with Microsoft 365</li> </ul>
<p><b>Business Analyst</b></p> <p><b>Description :</b> Explore foundational business analysis concepts and understand key processes. Practice using software tools for common business analysis tasks.</p> <p><b>CERTIFICATION:</b> Career Essentials in Business Analysis by Microsoft and LinkedIn</p> <p><a href="#">View Pathway</a></p>	<p><b>Pathway Features</b></p> <p><b>Courses: 11</b></p> <p><b>Quizzes: Yes</b></p> <p><b>Skill level: Intermediate</b></p> <p><b>Language: English/French</b></p> <p><b>Duration : 13 hours</b></p> <p><b>Exam: Yes – Passing grade of 70%</b></p> <p><b>Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• What Is Business Analysis?</li> <li>• Business Analysis Foundations</li> <li>• Agile Requirements Foundations</li> <li>• Requirements Elicitation and Analysis</li> <li>• Business Analysis Foundations: Business Process Modeling</li> <li>• Requirements Elicitation for Business Analysts: Interviews</li> </ul>

	<ul style="list-style-type: none"> <li>• Business Analyst and Project Manager Collaboration</li> <li>• Project Management Foundations: Requirements</li> <li>• Managing Projects with Microsoft 365</li> <li>• Learning Data Science: Understanding the Basics</li> <li>• Managing Data with Microsoft 365</li> <li>•</li> </ul>
<p><b>Systems Administrator</b></p> <p><b>Description :</b> Learn about this multifaceted role — from managing on-site, cloud, physical, and virtual implementations, as well as storage security.</p> <p><b>CERTIFICATION:</b> Career Essentials in Systems Administration by Microsoft and LinkedIn</p> <p><a href="#">View Pathway</a></p>	<p><b><u>Pathway Features</u></b></p> <p><b>Courses: 10</b></p> <p><b>Quizzes: Yes</b></p> <p><b>Skill level: Intermediate</b></p> <p><b>Language: English/French</b></p> <p><b>Duration : 9 hours</b></p> <p><b>Exam: Yes – Passing grade of 70%</b></p> <p><b>Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• Introduction to System Administration</li> <li>• Operating Systems: Installing, Updating, and Maintaining OSS</li> <li>• Servers: Managing, Configuring, Maintaining, and Monitoring</li> <li>• Identity and Authentication Services</li> <li>• Basic Networking</li> <li>• Virtualization</li> <li>• Cloud Administration</li> <li>• Security and Monitoring</li> <li>• Backup and Recovery: Scheduling, Monitoring, and Securing Backups and Sound Backup Strategy</li> <li>• Getting Started as a System Administrator</li> </ul>

<p><b>Data Analyst</b></p> <p><b>Description :</b> Explore foundational concepts used in data analysis and practice using software tools for data analytics and data visualization.</p> <p><b>CERTIFICATION:</b> Career Essentials in Data Analysis by Microsoft and LinkedIn</p> <p><a href="#">View Pathway</a></p>	<p><b><u>Pathway Features</u></b></p> <p><b>Courses: 3</b></p> <p><b>Quizzes: Yes</b></p> <p><b>Skill level: Intermediate</b></p> <p><b>Language: English/French</b></p> <p><b>Duration: 9 hours</b></p> <p><b>Exam: Yes – Passing grade of 70%</b></p> <p><b>Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• Introduction to Career Skills in Data Analytics</li> <li>• Learning Data Analytics: 1 Foundations</li> <li>• Learning Data Analytics Part 2: Extending and Applying Core Knowledge</li> </ul>
<p><b>Software Developer</b></p> <p><b>Description :</b> Understand the core concepts and structure of programming languages and learn how they're applied.</p> <p><b>CERTIFICATION:</b> Career Essentials in Software Development by Microsoft and LinkedIn</p> <p><a href="#">View Pathway</a></p>	<p><b><u>Pathway Features</u></b></p> <p><b>Courses: 3</b></p> <p><b>Quizzes: Yes</b></p> <p><b>Skill level: Intermediate</b></p> <p><b>Language: English/French</b></p> <p><b>Duration: 6 hours</b></p> <p><b>Exam: Yes – Passing grade of 70%</b></p> <p><b>Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• Introduction to Career Skills in Software Development</li> <li>• Programming Foundations: Fundamentals</li> <li>• Programming Foundations: Beyond the Fundamentals</li> </ul>
<p><b>Generative AI</b></p> <p><b>Description :</b> Discover the skills needed to apply generative AI in your career. Learn the core concepts of Artificial Intelligence and generative AI</p>	<p><b><u>Pathway Featureslab</u></b></p> <p><b>Courses/Lectures: 6</b></p>

functionality.

**CERTIFICATION:** Career Essentials in Generative AI by Microsoft and LinkedIn

[View Pathway](#)

**Quizzes: Yes**

**Skill level: Intermediate**

**Language: English/French**

**Duration: 4 hours**

**Exam: Yes – Passing grade of 70%**

### **Learning Outcomes**

- What is Generative AI?
- Generative AI: The Evolution of Thoughtful Online Search
- Streamlining Your Work with Microsoft Bing Chat
- Microsoft 365 Copilot First Look
- Ethics in the Age of Generative AI
- Introduction to Artificial Intelligence

## **Cybersecurity**

**Description :** Discover the skills needed for a career in cybersecurity. Gain a solid understanding of commonly used cybersecurity terms. Explore the current threat landscape and learn the core concepts of cybersecurity.

**CERTIFICATION:** Career Essentials in Cybersecurity by Microsoft and LinkedIn

### **Pathway Features**

**Courses: 3**

**Quizzes: Yes**

**Skill level: Intermediate**

**Language: English**

**Duration: 4 hours**

**Exam: Yes – Passing grade of 70%**

### **Learning Outcomes**

<a href="#">View Pathway</a>	<ul style="list-style-type: none"> <li>• The Cybersecurity Threat Landscape</li> <li>• Cybersecurity Awareness : Cybersecurity Terminology</li> <li>• Cybersecurity Foundations</li> </ul>
<p><b>Sustainable Tech</b></p> <p><b>Description :</b> Harness the power of technology to foster sustainable change. This learning path will equip you with an understanding of sustainability concepts vital to businesses, ways sustainability can drive innovation, and tech solutions that can help companies meet strategic sustainability goals.</p> <p><b>CERTIFICATION:</b> Career Essentials in Sustainable Tech by Microsoft and LinkedIn</p> <p><a href="#">View Pathway</a></p>	<p><b><u>Pathway Features</u></b></p> <p><b>Courses: 5</b></p> <p><b>Quizzes: Yes</b></p> <p><b>Skill level: Intermediate</b></p> <p><b>Language: English</b></p> <p><b>Duration: 3~ hours</b></p> <p><b>Exam: Yes – Passing grade of 70%</b></p> <p><b><u>Learning Outcomes</u></b></p> <ul style="list-style-type: none"> <li>• Sustainability Foundations : Core Concepts</li> <li>• Closing the Green Skills Gap to Power a Greener Economy and Drive Sustainability</li> <li>• Sustainability as an Innovation Opportunity</li> <li>• Including Sustainability in Your Cloud Strategy</li> <li>• Microsoft Cloud for Sustainability: ESG and the Future of Business</li> </ul>
<p><b>Advanced - Microsoft Certifications</b></p>	
<p><b>(MS-900) Microsoft 365 Certified : Fundamentals</b></p> <p><b>Description :</b> Whether you're a business user, administrator, or embarking on your technical career, this certification provides an opportunity to prove</p>	<p><b><u>Pathway Features</u></b></p> <p><b>Courses: 3</b></p> <p><b>Quizzes: Yes</b></p> <p><b>Skill Level: Advanced</b></p> <p><b>Language: English/French</b></p>



yourself as a cloud evangelist. In addition to validating your knowledge of Microsoft 365 capabilities, earning this certification makes it clear to your organization that you understand the benefits of adopting cloud services, the basics of a Software as a Service (SaaS) cloud model, and the value of implementing Microsoft 365 cloud services.

**CERTIFICATION:** Microsoft 365 Certified: Fundamentals

[View Pathway](#)

**Duration:** 5 hours

**Exam:** Yes – Passing grade of 70%

### **Learning Outcomes**

- Microsoft 365 Fundamentals: Describe Microsoft 365 apps and services
- Microsoft 365 Fundamentals: Describe Microsoft 365 security and compliance capabilities
- Microsoft 365 Fundamentals: Describe Microsoft 365 pricing, licensing, and support

## **(MB-910) Microsoft Certified: Dynamics 365 Fundamentals CRM**

**Description :** Whether you are a business stakeholder, functional consultant at the start of your career or a student, this certification is a validation of your broad knowledge of the customer engagement apps in Microsoft Dynamics 365, including marketing capabilities, and the automation of the sales, service and support lifecycles.

**CERTIFICATION:** Microsoft Certified: Dynamics 365 Fundamentals (CRM)

### **Pathway Features**

**Courses:** 5

**Quizzes:** Yes

**Skill Level:** Advanced

**Language:** English/French

**Duration:** 6 hours

**Exam:** Yes – Passing grade of 80%

### **Learning Outcomes**

- Explore the core capabilities of Microsoft Dynamics 365 customer engagement apps
- Explore the fundamentals of Microsoft Dynamics 365 Marketing
- Explore the fundamentals of Microsoft Dynamics 365 Sales
- Explore the fundamentals of Microsoft Dynamics 365 Customer Service

<p><a href="#">View Pathway</a></p> <p><b>(PL-900) Microsoft Certified: Power Platform Fundamentals</b></p> <p><b>Description :</b> Whether you're a beginning technical professional, student, or business user, this certification will prove your knowledge in the business value and product capabilities of Microsoft Power Platform. Create simple Power Apps, connect data with Microsoft Dataverse, build a Power BI Dashboard, automate a process with Power Automate, or build a chatbot with Power Virtual Agents.</p> <p><b>CERTIFICATION:</b> Microsoft Certified: Power Platform Fundamentals</p> <p><a href="#">View Pathway</a></p>	<ul style="list-style-type: none"> <li>• Explore the fundamentals of Microsoft Dynamics 365 Field Service</li> </ul> <p><b><u>Pathway Features</u></b></p> <p><b>Courses: 6</b></p> <p><b>Quizzes: Yes</b></p> <p><b>Skill Level: Advanced</b></p> <p><b>Language: English/French</b></p> <p><b>Duration: 7 hours</b></p> <p><b>Exam: Yes – Passing grade of 80%</b></p> <p><b><u>Learning Outcomes</u></b></p> <ul style="list-style-type: none"> <li>• Describe the business value of the Microsoft Power Platform</li> <li>• Identify foundational components of Microsoft Power Platform</li> <li>• Describe how to build applications with Microsoft Power Apps</li> <li>• Describe building automation with Microsoft Power Automate</li> <li>• Describe the capabilities of Microsoft Power BI</li> <li>• Describe complementary Microsoft Power Platform solutions</li> </ul>
<p><b>(SC-900) Microsoft Certified: Security, Compliance, and Identity Fundamentals</b></p> <p><b>Description :</b> Whether you're a student, business user, or IT professional, this certification ensures you have a firm grasp of a range of topics in the rapidly growing field of cybersecurity. This fundamentals certification can serve as a steppingstone if you're interested in advancing to role-based certifications in security operations, identity and access management,</p>	<p><b><u>Pathway Features</u></b></p> <p><b>Courses: 4</b></p> <p><b>Quizzes: Yes</b></p> <p><b>Skill Level: Advanced</b></p> <p><b>Language: English/French</b></p> <p><b>Duration: 6 hours</b></p> <p><b>Exam: Yes – Passing grade of 80%</b></p> <p><b><u>Learning Outcomes</u></b></p>

<p>and information protection.</p> <p><b>CERTIFICATION:</b> Microsoft Certified: Security, Compliance, and Identity Fundamentals</p> <p><a href="#">View Pathway</a></p>	<ul style="list-style-type: none"> <li>• Microsoft Security, Compliance, and Identity Fundamentals: Describe the concepts of security, compliance, and identity</li> <li>• Microsoft Security, Compliance, and Identity Fundamentals: Describe the capabilities of Microsoft Azure Active Directory, part of Microsoft Entra</li> <li>• Microsoft Security, Compliance, and Identity Fundamentals: Describe the capabilities of Microsoft security solutions</li> <li>• Microsoft Security, Compliance, and Identity Fundamentals: Describe the capabilities of Microsoft compliance solutions</li> </ul>
<p><b>(MS-700) Microsoft 365 Certified: Teams Administrator Associate</b></p> <p><b>Description :</b> As a Microsoft Teams administrator, you manage and maintain internal and external collaboration and communication solutions using Teams and Microsoft 365.</p> <p><b>CERTIFICATION:</b> Microsoft 365 Certified: Teams Administrator Associate</p> <p><a href="#">View Pathway</a></p>	<p><b><u>Pathway Features</u></b></p> <p><b>Courses: 4</b></p> <p><b>Quizzes: Yes</b></p> <p><b>Skill Level: Advanced</b></p> <p><b>Language: English/French</b></p> <p><b>Duration: 14 hours</b></p> <p><b>Exam: Yes – Passing grade of 80%</b></p> <p><b>Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• Get started with managing Microsoft Teams</li> <li>• Prepare the environment for a Microsoft Teams deployment</li> <li>• Manage chat, teams, channels, and apps in Microsoft Teams</li> <li>• Manage meetings and calling in Microsoft Teams</li> </ul>
<p><b>(AI – 900) Microsoft Certified: Azure AI Fundamentals</b></p> <p><b>Description :</b> Mastering the basics in AI can help you jump-start your career and get ready to dive deeper into the other technical opportunities Azure offers. AI opens doors into possibilities that might have seemed like science fiction only yesterday. Using AI, you can</p>	<p><b><u>Pathway Features</u></b></p> <p><b>Courses: 6</b></p> <p><b>Quizzes: Yes</b></p> <p><b>Skill Level: Advanced</b></p> <p><b>Language: English/French</b></p> <p><b>Duration: 11 hours</b></p> <p><b>Exam: Yes – Passing grade of 80%</b></p>

build solutions, improve your apps, and advance technology in many fields.

**CERTIFICATION:** Microsoft Certified: Azure AI Fundamentals

[View Pathway](#)

### Learning Outcomes

- Microsoft Azure AI Fundamentals: Get started with artificial intelligence
- Microsoft Azure AI Fundamentals: Explore visual tools for machine learning
- Microsoft Azure AI Fundamentals: Explore computer vision
- Microsoft Azure AI Fundamentals: Explore natural language processing
- Microsoft Azure AI Fundamentals: Explore decision support
- Microsoft Azure AI Fundamentals: Explore knowledge mining

## Microsoft Skills Training

### Microsoft Teams

**Description:** Learn how to successfully use and navigate Microsoft Teams

### Pathway Features

**Courses:** 8

**Quizzes:** Yes

**Skill Level:** Beginner

**Language:** English

**Duration:** 3 Hours

**Exam:** No

### Learning Outcomes

- Introduction to collaborating with Microsoft Teams
- Introduction to Teams Meetings
- Introduction to Teams Meetings and Calling
- Explore Microsoft Teams
- Collaborating with Microsoft Teams
- Collaborate in teams and channels with Microsoft Teams
- Create and manage teams and channels with Microsoft Teams
- Facilitate meetings and events with Microsoft Teams
- Structure teams through channels, tabs, files and apps
- OneNote Staff Notebook: Tools for staff collaboration

