

APPENDIX 2: Syllabus

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**Computer Systems Analyst / Office 365 Administrator Associate Program**

Managing Office 365 Identities and Requirements - 583-O365A

**Subject Description:**

This course describes how to configure an Office 365 tenant and plan for a pilot deployment. This course also describes how to manage Office 365 users, groups, and licenses, and configure administrative access by using the Office 365 console and the Windows PowerShell command-line interface. Also, this course describes the different types of client software that you can use to connect to Office 365, and the infrastructure requirements that the clients need to meet to connect to Office 365. In addition, this course teaches you how to configure different types of Office 365 clients, how to plan and configure directory synchronization between Azure AD and on-premises AD DS.

**Subject Hours:**

100 Contact Hours (50 hours lecture, 50 hours lab)

**Performance Objectives:**

After completing this course, students will be able to:

- Plan an Office 365 deployment, configure the Office 365 tenant, and plan a pilot deployment.
- Manage Office 365 users, groups, and licenses, and configure delegated administration.
- Plan and configure client connectivity to Office 365.
- Plan and configure directory synchronization between Azure AD and on-premises AD DS.
- Plan and implement the deployment of Office 365 ProPlus.
- Plan and implement identity federation between on-premises AD DS and Azure AD.

**Prerequisites:***Students must meet the following*

- Completion of Texas Premier Technology Institute, Inc. admissions and enrolment procedures.
- Experience administering the Windows Server operating system, including Windows Server 2012, or later and Exchange 2010, or later.
- Experience working with AD DS.
- Experience working with name resolution, including DNS.
- Experience working with certificates, including public key infrastructure (PKI) certificates.
- Experience working with Windows PowerShell.

- Experience working with Exchange Server 2013 or later

*Or, completed one of the following Texas Premier Technology Institute Programs:*

- Network Systems Administrator Associate Program
- IT Security Administrator Associate Program

**Required Textbooks:**

Microsoft Office 365 Inside Out: 2016 Edition  
by Carl Siechert

**Instructional Methods:**

Lab, E-Learning, and Classroom Instruction

**Maximum Student: Instructor Ratio:**

16:1

**Content Outline:**

Preparing for Office 365  
Managing Users, Groups, and Licenses  
Planning and Managing Clients  
Planning DNS and Exchange Migration  
Planning Exchange Online and Configuring DNS Records  
Administering Exchange Online  
Implementing Directory Synchronization  
Implementing Active Directory Federation Services

**Basis of Grades:**

Test/Quizzes	25%
Final Exam	25%
Class/Homework Assignments	25%
Lab Assignments	25%