

Microsoft Teams Essentials For The Workplace

Course Overview

\$120

This introductory course is designed to provide you with the knowledge and understanding of basic Microsoft Teams functions. Through this hands-on course delivery, you will learn how to navigate various Teams functions including chat, calendar, and Teams Meetings.

Students will receive a Letter of Successful Completion at the end of each course, recognizing their understanding and mastering of the course competencies.

Approximately one week before the course starts you will receive a confirmation email that provides additional course details.

**7 hours
offered in-person**

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2024S CEMA 140 101

March 12, 2024

Tuesday | 8:00am - 4:00pm

Registration recommended by
Monday, March 4, 2024

Please register before the recommended date as courses under-enrolled as of this date may be cancelled. Registrations after this date will be accepted if space is available.

Ready to Register?

Request for Registration Online Form; and/or
Sponsor an Employee Form

FOR MORE INFORMATION:

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