

# 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.

Select sections of CEMA 140 course may be eligible for the future skills grant. Learn more about eligibility and how to apply for funding by visiting [cnc.bc.ca/futureskills](https://cnc.bc.ca/futureskills).

**7 hours  
offered in-person**

**1**

**2023F CEMA 140 101**

**November 7, 2023**

**Tues | 8:00 am - 4:00 pm**

Registration recommended by  
October 30, 2023

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:

P 250 561 5846

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