

# Microsoft 365 Teams Online Boot Camp

## Course Overview

**\$149**

Continue your MS 365 journey by learning to navigate the Teams interface. Learn how to create and manage a custom, public, private or departmental team or channel where you can collaborate on files, share messages, and facilitate audio and video team meetings. You can be part of as many teams as you like, and you can join or leave teams as needed.

Our Microsoft Teams Online Boot Camp will be instructor-led over two evenings. Take your ideas from dreams to teams!

Microsoft 365 will be used - skills learned are transferable to other versions

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

### Textbook

Course materials are provided.

Select sections of CEMA 130 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).

## Ready to Register?

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

### FOR MORE INFORMATION:

P 250 561 5846

E [continuinged@cnc.bc.ca](mailto:continuinged@cnc.bc.ca)

[cnc.bc.ca/ce](https://cnc.bc.ca/ce)

## 7 hours Offered online

**1** 2023F CEMA 130 101  
**September 27 & 28, 2023**  
Wed & Thu | 6:00 pm - 9:30 pm  
Registration recommended by  
September 19, 2023

**2** 2023F CEMA 130 103  
**October 25 & 26, 2023**  
Wed & Thu | 6:00 pm - 9:30 pm  
Registration recommended by  
October 17, 2023

**3** 2023F CEMA 130 102  
**November 29 & 30, 2023**  
Wed & Thu | 6:00 pm - 9:30 pm  
Registration recommended by  
November 21, 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.

### Did you know?

As long as you are enrolled in classes at CNC you will receive free access to MS Office 365 ProPlus.

