



Beginners Guide to Microsoft Teams - C105

This course will introduce participants to Microsoft Teams, to give an insight into setting up meetings, managing calls and messages, online meeting etiquette and developing customer relationships through technology.

COURSE DETAILS

Participants on the course will gain an insight into Microsoft Teams use to support their business development in the online world. Participants will be involved in observations of Microsoft Teams video calls and presentations, followed by practice in setting up and running their own online meetings and presentations.

ENTRY GUIDELINES

No formal qualifications required. Satisfactory interview, assessment, school report and/or satisfactory reference. If English is not your first language, you may need an assessment before enrolling on this course. To discuss further, please contact the ESOL department on 0151 551 7144.

EQUIPMENT REQUIRED

Access to writing materials for note-taking.

ASSESSMENT METHOD

A written assignment and in-class questions.

WHERE CAN I PROGRESS TO?

Students can progress onto full time courses in Computing (subject to additional prior qualifications). Explore potential careers via Career Match — it provides current local data on wages and employment prospects.

WHEN DOES THIS COURSE RUN?

CAMPUS	STARTS	ATTENDANCE	COURSE CODE	PLANNED TIME TABLE
	21st Apr 2021	Part Time	C105M001	
If you are aged 19 or over: Fee : £150.00 <i>The fee quoted is for the academic year 2020-21.</i>				

For advice and guidance, please contact Student Services via our [online enquiry form](#)

This information was current on 02nd March, 2021 and may be subject to change.