



Calendario Corsi

Sede di Hamra

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Extensive courses: Each level is divided into four sub-levels.

- Courses start in the first week of every month - from January to November - and last approximately two months.
- Payment must be made by bank transfer or in cash (fresh dollars) prior to the course's starting date. Once the course starts, the fees cannot be refunded.
- A mandatory language skills evaluation is required at the end of each sub-level, in order to proceed to the next one.
- Exceeding the limit of three absences will automatically exclude you from taking the evaluation.
- You may request a certificate of attendance only upon completing the entire level. The request must be submitted within one year after the course ends.
- Certificates of attendance take at least one week to be issued and are included in the course fees. Please keep in mind that by nature they do not certify a level of proficiency but just the attendance of a course.

To participate in the online course, follow these simple steps:

1. **Download Microsoft Teams:**

Go to the official Microsoft Teams website (<https://www.microsoft.com/it-it/microsoft-teams/download-app>) and choose the version to download for your computer. Follow the instructions to complete the installation.

2. **Create a Microsoft account (if you don't have one already):**

Open the Microsoft Teams app. If you don't have a Microsoft account, you will need to create one. Follow these steps:

- Click on "Sign up" or "Create an account."
- Enter the email address you provided to the Istituto Italiano di Cultura when you registered for the course.
- Create a secure password following the instructions.

3. **Accept the course group invitation:**

Once your account is activated, you will receive an email invitation to join the course group on Microsoft Teams. Click on the link in the email and accept the invitation.

4. **Check access to the group:**

After accepting the invitation, open Microsoft Teams and search for the course group. Here, you can follow the lessons, ask questions, and view the materials that the instructor will share.

With these steps, you'll be ready to start the course on Microsoft Teams!