



FREE
courses



Learn
MORE.

Instructor-led courses offered in person at the Owen Sound Campus or synchronously via Webex

Summer **RAMP UP** to **COMPUTERS**

Computer skills are essential to postsecondary and workplace success. Gain these critical skills through upgrading classes.

July 3 to 31, 2023 | Register early – space is limited!

These **FREE** courses are available to individuals 19 years of age or older who meet the eligibility requirements.

Blackboard, Banner, Georgian email, online storage, Webex, Screencast-o-matic, and online learning (four hours)
Monday, July 3 | 9 a.m. to 1 p.m.

A good understanding of communication tools will make your student life easier when you:

- participate in online classes
- access course materials, submit assignments and check grades using Blackboard
- register for courses and access booklists, timetables and unofficial transcripts with Banner
- communicate with your instructors and receive important messages through your Georgian email account
- prevent the loss of your information (including assignments) with online storage

Word (six hours)

Monday, July 10 | 9 a.m. to 3:30 p.m.

Many college courses and workplaces require documents in a typed format, so knowledge of Word is essential to your success. This module provides an overview of how to use Word to produce professional letters, reports, resumés, and college papers.

PowerPoint (six hours)

Monday, July 17 | 9 a.m. to 3:30 p.m.

Effectively using PowerPoint is essential for postsecondary and workplace success. Learn to create attractive, concise and engaging visual presentations using PowerPoint.

APA Formatting Using MS Word (four hours)

Monday, July 24 | 9 a.m. to noon

APA formatting is standard for most college papers. This module provides a thorough understanding of the formatting and referencing required for an APA document.

Excel (six hours)

Monday, July 31 | 9 a.m. to 3:30 p.m.

Learn to create a spreadsheet, enter data and formulae, and display data as different chart styles.

FOR MORE INFORMATION OR TO REGISTER

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ACADEMIC AND CAREER PREPARATION

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