



Learn MORE.

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

ACADEMIC AND CAREER PREPARATION

Summer RAMP UP to COMPUTERS

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

July 6 to Aug. 5 | Register early – space is limited!

These FREE courses are available to individuals 18 years of age or older who meet the eligibility requirements.

Blackboard, Banner, Georgian email, online storage, Microsoft Teams, ScreenPal, and online learning (six hours)

Monday, July 6 and Wednesday, July 8 | 6 to 8 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, and
- prevent the loss of your information (including assignments) with online storage.

Microsoft Word

Monday, July 13 and Wednesday, July 15 | 6 to 9 p.m.

Many college courses and workplaces require documents in a typed format, so knowledge of Microsoft 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

Monday, July 20 to Wednesday July 22 | 6 to 9 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

Monday, July 27 | 6 to 9 p.m. (no Wednesday class)

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, Aug. 3 and Wednesday, Aug. 5 | 6 to 9 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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