



**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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