

Polycultural Computer Skills Course



Interested in upgrading your computer skills? This course is designed to benefit beginner and intermediate computer users by starting from the basics before moving on to more advanced topics. For the first 3 weeks we will be looking at essential computer skills such as mouse and keyboard learning, the internet and email. In weeks 4 and 5 we will dive into the Microsoft 365 suite including Microsoft Word, Powerpoint and Excel. Overall this course aims to get all students using computers to improve their personal and professional lives.

You may register for any week(s) you like!

Date

Topic

July 17 - 21

Introductory Computer Skills

July 24 - 28

Gmail and Google Apps

July 31 - August 4

Everyday Essentials

August 7 - 11

Microsoft Word and Powerpoint

August 14 - 18

Excel

Monday - Friday: 12 - 2pm

Fridays Online via zoom

2225 Erin Mills Prkwy

Upper Level Computer Lab

Call 647 362 6489 ext.5238 or

Email jtotten@polycultural.org to register