



University College of the North

University College of the North is pleased to offer

# INTRODUCTION TO COMPUTERS

**Ext.0025 TP12**

**Location:** OCN Training Centre – Otineka Mall

**Dates:** August 8-12, 2022 9am to 4pm

**Cost:** \$145.00 (plus \$7.25 GST if applicable) payable at time of registration

Participants will learn: \*Computing concepts and terms \*How to navigate the desktop with a keyboard and mouse \*How to use basic applications like the internet, email, and Zoom \*Basic computer safety & security awareness \*How to locate resources to learn new computer skills \* Introduction to basic functions of Word and PowerPoint (if time permits).

**REGISTER TODAY**

**ONLY 15 SEATS AVAILABLE!**

**Contact: Diane R. Pelly at 204-620-1705 or [dpelly@ucn.ca](mailto:dpelly@ucn.ca)**

**Deadline to register is August 2, 2022 by 4:00 pm**

The fee must accompany the registration form in order for your seat to be held. Pay by cash, check, Purchase Order, ATI, TAN, MasterCard/Visa. Courses are subject to cancellation due to insufficient enrolment.

Refund Policy: 100% refund will be issued if course is cancelled by UCN. If student wishes to withdraw, a refund will be issued providing the original receipt and voluntary withdrawal form are submitted to UCN 3 business days prior to first day of class.

Further information and course offerings can be found at [UCN.CA/CIS](http://UCN.CA/CIS)

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*UCN acknowledges that we are on the traditional territories and homelands of many Indigenous peoples, who have existed here since time immemorial. The First Nations in the area that UCN serves entered into treaty relationships with the Crown and the territory has also become home to other Indigenous peoples. We uphold the treaties and collaborate with all Indigenous peoples to share truth, reconciliation and learning.*