



## Maximize Your Google Apps Potential

Learning more about google apps like gmail, blogger, google ads, calendar and google drive apps (Docs, presentations, sheets, drawing, forms) can increase your productivity and save on online costs. You will also develop your networking skills by learning how to participate in a Collaborative Information Network (CIN). At the completion of the course you will be able to develop a website (blog), and have a networking plan and a strategy to reach your online potential. You will get a certificate of completion and CIN membership. The course provides 21 hours of instruction and is delivered in the following ways:

1. **Individualized Instruction:** An initial meeting (in person or via online communication) will be held to go over course expectations and individual plans to complete the course by online mentoring and instruction.
2. **Distance Learning:** Mentoring, Instruction and Meetings to take place online.
3. **Classroom Instruction:** In person meetings, mentoring and instruction with some online assignments.

**Cost:** A **Tuition** of \$ 600.00 is required for any of the delivery methods mentioned above. Cost for **Course Materials** is \$40 (\$34.00 for materials, \$6 for Quick Book).

If you are employed in Canada your employer can apply to the [Canada Job Grant Program](#) for funding to take the course.

**To Register:** Email [cinet3@gmail.com](mailto:cinet3@gmail.com)