OLC. 001
COMPUTER BASICS I:
Word Processing and Windows

OLC.002
KEYBOARDING TUTOR:
Improve Your Keyboarding Skills

OLC.003
COMPUTER BASICS II:
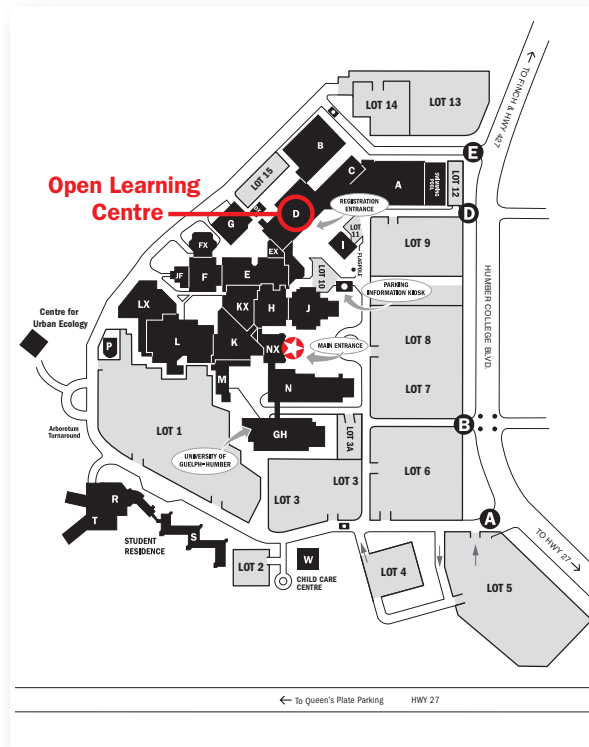**Essentials of Word Processing**

OLC.004
COMPUTER BASICS III:
Essentials of Spreadsheets

Designed for those who are unfamiliar with the fundamentals of computers, computer software, and common computer tasks, the OLC Computer Basics Series is a set of four, non-credit courses that run throughout the academic year.

Computer Basics I, II and III are in-class weekend courses led by qualified instructors while Keyboarding Tutor is an independent learning course that is hosted in our OLC lab at Humber College - North Campus.

Participants are encouraged to complete all four courses in succession, but this is not required. For registration details, please view our website at www.humber.ca/onlinelearning.

Open Learning Centre

OPEN LEARNING CENTRE (OLC)
Humber Institute of Technology and Advanced Learning

Room D225 North Campus
205 Humber College Blvd.
Toronto ON, M9W 5L7

Phone: 416.675.5049
Toll free: 1.877.215.6117

Email: olc@humber.ca

www.humber.ca/onlinelearning

@HumberOLC
@eLearningHumber

www.youtube.com/HumberCollegeOLC

OLC.002 KEYBOARDING TUTOR:
Improve Your Keyboarding Skills

OLC.002
KEYBOARDING TUTOR:
Improve Your Keyboarding Skills

HUMBER

This keyboarding course is designed for individuals who want to improve their keyboarding skills.

No prior keyboarding skills required.

Keyboarding Pro software is designed to teach participants basic touch-typing techniques. Each exercise introduces new keys and incorporates a review with word drills, paragraph drills and typing games.

Learners will benefit by learning the following skills:
· Increase keyboarding speed
· Eliminate annoying typing errors
· Save time

This course is a **non-credit**, general interest course with no examination or prerequisite.

To view additional course information, including course fees and the course outline, please view the link below:
www.humber.ca/onlinelearning

Course Details

· Independent Learning
· 14 week time frame

This course is available during the OLC hours of operation.

· Monday to Friday, 8:30 a.m. - 8:00 p.m.
  Saturday & Sunday, 9:00 a.m. - 5:00 p.m.
· Lab Assistants are available for support

For Course Availability

Please check the Open Learning Centre website: www.humber.ca/onlinelearning

Or contact the Open Learning Centre at: 416.675.5049

Location, Time And Schedule

This is an independent learning course that runs over a fourteen week period in the Open Learning Centre.

Registration Information

If you wish to register in one of the available sections, please contact the Registration Centre at:

416.675.5005 (North Campus)
416.789.1034 (Lakeshore Campus)

This course will increase your typing speed and proficiency.

(416) 675-5049
1(877) 215-6117

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www.youtube.com/
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