



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

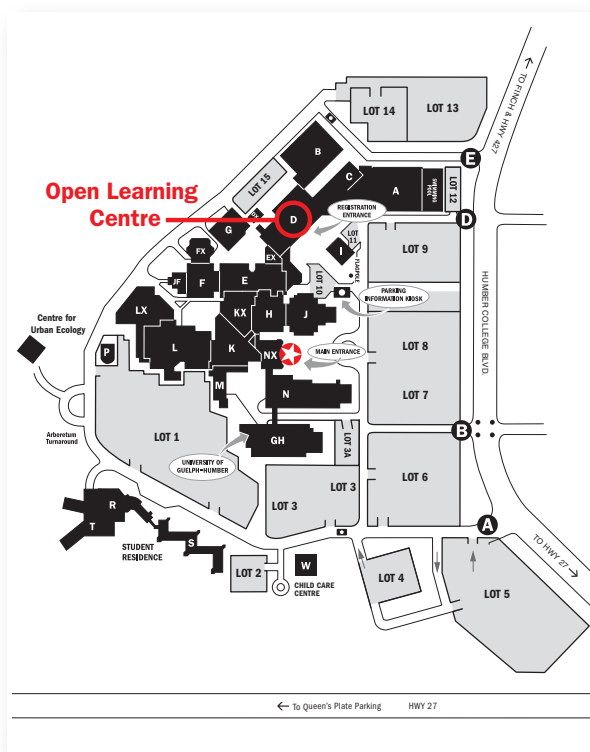


OLC.004
COMPUTER BASICS III:
Essentials of Spreadsheets

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 (OLC)

**Humber Institute of Technology
and Advanced Learning**



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Toronto ON, M9W 5L7



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www.humber.ca/onlinelearning



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@eLearningHumber



www.youtube.com/HumberCollegeOLC

OLC.001 COMPUTER BASICS I: Word Processing and Windows





OLC.001 COMPUTER BASICS I: Word Processing And Windows



This introductory to computers course is designed for individuals who have never used a computer or are new to computers.

During this three session course, participants will be introduced to Microsoft Word and Windows Explorer and taught some basic word processing and file management skills. Participants will also be introduced to the Internet and will learn basic online navigating abilities.

At the completion of this course, participants will be familiar with the following skills:

- Creating and saving a document
- Organizing standard computer files
- Creating an email account
- Navigating through a Learning Management System

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



Learning Outcomes

Week 1: Computer Components: Introduction to Applications in Windows Desktop

- Describe the main components of a personal computer
- Start and exit the Windows operating system
- Functions of the mouse
- Create a simple document in Microsoft Word

Week 2: Word Processing and File Management

- Create, rename and delete folders in Windows Explorer
- Create, save, spell-check and print a Microsoft Word document
- Navigate through and format a Microsoft Word document
- Create, sort, copy and delete files using Windows Explorer

Week 3: An Overview of Internet and Online Learning

- Use search engines to find current information
- Search and download images to desktop
- Set up an email account
- Successfully access and exit an online course

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

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

The course runs for three consecutive Saturdays,
three hours each Saturday for a total of nine hours.

Saturdays from 9:00 am to 12:00 noon
In Room D225, OLC, North Campus

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 raise
your confidence
in using a computer.**



(416) 675-5049
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