



Basic Computer Skills Training

SKILLS TRAINING CENTRE 2019

Be confident in using computers! Get the basic computer skills you need for your job search and daily life with this three-day course.

COURSE INFORMATION

3-day course fee: \$350

Time: 9:30 am – 3:30 pm

See our Course Schedule at dcrs.ca/STC
for upcoming start dates and locations

REGISTER TODAY

Email your full name, phone number and email address to skillstraining@dcrs.ca

OUTCOMES

- ✓ Basic understanding of computer parts and functions
- ✓ Internet Explorer and email for job search and communication
- ✓ Introduction to keyboarding and typing practices
- ✓ Microsoft Word for writing resumés and letters
- ✓ Hands-on practice exploring job search websites

Learn more about all our Skills Training Centre courses

Contact us at **604-547-2010**, email skillstraining@dcrs.ca and visit our website at dcrs.ca/STC