



# Computer Skills for Office Administration

## SKILLS TRAINING CENTRE 2019

Learn essential computer skills to succeed as an office administrator! This five-day course includes interactive learning through assignments and practice sessions.

### COURSE INFORMATION

**5-day course fee:** \$600

**Time:** 9:30 am – 3:30 pm

See our Course Schedule at [dcrs.ca/STC](http://dcrs.ca/STC) for upcoming start dates and locations

### REGISTER TODAY

Email your full name, phone number and email address to [skillstraining@dcrs.ca](mailto:skillstraining@dcrs.ca)

### OUTCOMES

- ✓ Get Intermediate Microsoft Office Suite (Word, Excel, PowerPoint and Outlook), skills
- ✓ Learn email writing and etiquette for internal and external communication
- ✓ Learn enhanced use of Outlook calendar for time and schedule management
- ✓ Use social media for networking and marketing on LinkedIn and Facebook

**Learn more about all our Skills Training Centre courses**

Contact us at **604-547-2010**, email [skillstraining@dcrs.ca](mailto:skillstraining@dcrs.ca) and visit our website at [dcrs.ca/STC](http://dcrs.ca/STC)