



SKILLS TRAINING CENTRE

Course Schedule

September to December 2019

DIVERSEcity's Skills Training Centre offers training courses to help jobseekers enter the workforce with job-ready skills, information and confidence!

- Courses are:**
- Taught by industry experts who teach the latest in-demand skills
 - Open to all jobseekers (Canadian citizens, immigrants and temporary residents)
 - One to five days in length
 - 9:30 am – 3:30 pm (except Sage 50, SuperHost Training and Financial Customer Service Basics, which are 9 am – 4 pm)
 - Fee-based (subsidies may be available through WorkBC)
 - Located at our City Centre Campus (#214 – 10070 King George Blvd., Surrey, BC) near the SkyTrain

Course Name	Fee	September	October	November	December
Essential Computer Skills for Office Administration (5 days)	\$600	16 – 20	7 – 11 (FULL) 21 – 25	4 – 8	2 – 6
Customer Service & Cashier Basics (3 days)	\$350	30 – Oct. 2	28 – 30	13– 15 27 – 29	9 – 11
SuperHost Training (1 day)	\$120	12, 30	22		17
Financial Customer Service Basics (2 days)	\$350	27 – 28	25 – 26	29 – 30	13 – 14
Basic Computer Skills (3 days)	\$350		2 – 4	18 – 20	
Microsoft Excel Essentials (2 days)	\$300		17 – 18	21 – 22	
Intro to Sage 50 Accounting Modules (4 days)	\$950		12, 19, 26, Nov. 2	16, 23, 30, Dec. 7	

Please note: schedules, location and times are subject to change. Please check drcs.ca/STC for the most current schedule and our refund policy.



**In-depth course overviews
available at drcs.ca/STC**

REGISTER

- 📞 604-547-2010
- ✉️ skillstraining@drcs.ca
- 📍 drcs.ca/STC

When registering by email, please include your full name, email address and phone number.