DIVERSEcity
community resources society

SKILLS TRAINING CENTRE

Basic Computer Skills

Getting you ready for the workforce!

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

# Days of training	3 days
Course times	9:30 am – 3:30 pm
Fee	$350*
Upcoming course dates	See our Course Schedule at dcrs.ca/STC
Location	DIVERSEcity Community Campus 13455 76 Avenue, Surrey, BC

Subsidies may be available through WorkBC.

Course 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.

Our Course Schedule and overviews of all our courses are available at dcrs.ca/STC.

REGISTER

📞 **604-547-2010**
✉ **skillstraining@dcrs.ca**
➤ **dcrs.ca/STC**

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

VISIT US AT **DCRS.CA** | FOLLOW US **@DIVERSECITYBC**