



SKILLS TRAINING CENTRE

Essential Computer Skills for the Workplace

Getting you ready for the workforce!

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

Course Information	
# Days of training	5 days
Course times	9:30 am – 3:30 pm
Fee	\$600*
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

- Get essential 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.



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.