



DIVERSECITY

SKILLS TRAINING CENTRE



Online Training Courses

June – July 2020 Schedule

DIVERSECITY Skills Training Centre now offers online training courses to help jobseekers enter the workforce with job-ready skills, information and confidence!

- Online courses are:**
- Taught by industry experts who teach the latest in-demand skills
 - Open to all jobseekers (Canadian citizens, immigrants and temporary residents)
 - Fee-based (subsidies may be available through WorkBC)
 - Taught via ZOOM video conferencing. A free Zoom link will be emailed to registered students. Students require internet access and a computer/smartphone with microphone, camera and speaker.

Online Courses	Fee	June	July	Requirements
Customer Service Basics (3 sessions) <i>Note: In-person cashier training will be at a later date for a fee.</i>	\$250	10 – 12 (1:30 – 4:30 pm) 23 – 25 (9:30 am – 12:30 pm)	21 – 23 (9:30 am – 12:30 pm)	
Essential Computer Skills for the Workplace (Microsoft Word, Excel and Powerpoint) (5 days)	\$600	22 – 26 (9:30 am – 3:30 pm)	27 – 31 (9:30 am – 3:30 pm)	<ul style="list-style-type: none"> • Computer with Microsoft Word, Excel and PowerPoint (2016 version preferably)
Essential Computer Skills for the Workplace (Microsoft Word, Excel and Powerpoint) (8 sessions)	\$600		7, 8, 9, 10, 14, 15, 16, 17 (9:30 am – 12:30 pm)	<ul style="list-style-type: none"> • Computer with Microsoft Word, Excel and Powerpoint (2016 version preferably)
Microsoft Excel Essentials (4 sessions)	\$300	2 – 5 (9:30 am – 12:30 pm)	14 – 17 (9:30 am – 12:30 pm)	<ul style="list-style-type: none"> • Microsoft Excel (2016 version preferably)
Microsoft Excel Essentials (2 days)	\$300	24 – 25 (9:30 am – 3:30 pm)	29 – 30 (9:30 – 3:30 pm)	<ul style="list-style-type: none"> • Microsoft Excel (2016 version preferably)
Introduction to Sage 50 Accounting Modules (8 sessions)	\$950	9, 11, 16, 18, 23, 25, 30, July 2 (7 – 10 pm)		<ul style="list-style-type: none"> • PC/laptop with Microsoft Windows 8 or 10; minimum 1.0 GHz processor; minimum 4GB RAM; 5GB free hard disk space • 256-colour SVGA monitor or higher • Latest Internet Explorer
Financial Customer Service Basics (4 sessions)	\$350	16 – 19 (9:30 am – 12:30 pm)	14 – 17 (1:30 – 4:30 pm)	

Please check drsc.ca/STC for the most current schedule, in-depth course overviews and our refund policy. Schedules, location and times are subject to change.

Due to the COVID-19 pandemic, Skills Training Centre will be offering some courses online until scheduled in-person classes can safely resume.

604-547-2010
skillstraining@dcrs.ca
dcrs.ca/STC