



DIVERSECITY

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 four-day course.

Course Information	
Training time	4 days / 24 hours
Fee	\$450*
Upcoming course dates	See our Course Schedule at <a href="http://dcrs.ca/STC">dcrs.ca/STC</a>
Delivery options	<ol style="list-style-type: none"> <li>1. Online training via Zoom</li> <li>2. Off-site training at WorkBC and other locations</li> <li>3. (ON HOLD) Classes at DIVERSECITY Community Campus (13455 76 Avenue, Surrey, BC)</li> </ol>

\*Subsidies may be available through WorkBC.

## Course Outcomes

- Basic understanding of computer parts and functions
- Internet 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



Find our Course Schedule and descriptions of all our courses at [dcrs.ca/STC](http://dcrs.ca/STC).

## REGISTER

- 📞 604-547-2010
- ✉ [skillstraining@dcrs.ca](mailto:skillstraining@dcrs.ca)
- 📍 [dcrs.ca/STC](http://dcrs.ca/STC)

VISIT US AT [DCRS.CA](http://DCRS.CA) | FOLLOW US @DIVERSECITYBC

