DIVERSEcity
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

Training time	5 days / 30 hours 8 days / 24 hours
Fee	$600*
Upcoming course dates	See our Course Schedule at dcrs.ca/STC
Delivery options	1. Online training via Zoom 2. Off-site training at WorkBC and other locations 3. *(ON HOLD)* Classes at 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

BUY SOCIAL™ CERTIFIED SUPPLIER

Find our Course Schedule and descriptions of all our courses at dcrs.ca/STC.

REGISTER

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

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