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 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 dcrs.ca/STC
Delivery options	1. In-person 2. Off-site training at WorkBC and other locations 3. Classes at DIVERSEcity Community Campus (13455 76 Avenue, Surrey, BC)

*Subsidies may be available through WorkBC.

Course Outcomes

- Basic understanding of computer parts and functions

- Learn the basic functions of Microsoft Word and Excel

- Introduction to keyboarding and typing practices

- Hands-on practice exploring the Internet and email

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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