



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	\$630 (in-person) \$600 (online)
Upcoming course dates	See our Course Schedule at dcrs.ca/STC
Delivery options	<ol style="list-style-type: none"> 1. In-person and online 2. Off-site training at WorkBC and other locations 3. Classes at DIVERSEcity Community Campus (13455 76 Avenue, Surrey, BC)

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

*Subsidies may be available through WorkBC.



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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