



DIVERSEcity
SKILLS TRAINING CENTRE



Course Schedule

April to July 2025



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

Courses	Fee	Time	Location	April	May	June	July
Customer Service Basics (3 sessions), SuperHost (1 day) & Cashier Training (1 day)	\$600	9:30 am – varies	Online & in-person at DIVERSEcity	14–15 (9:30 am–2 pm) & 16–17	12–14 (9:30 am–2 pm), 15 & 16	2–6	7–11
Customer Service Basics (3 sessions) & SuperHost (1 day)	\$450	9:30 am – varies	Online & in-person at DIVERSEcity	14–16	12–15	2–5	7–10
Customer Service Basics (3 sessions) & Cashier Training (1 day)	\$400	9:30 am – 3:30 pm	Online & in-person at DIVERSEcity	14–15 & 17	12–14 & 16	2–4 & 6	7–9 & 11
Essential Computer Skills for the Workplace (Word, Excel & Powerpoint) (8 sessions)	\$600	9:30 am – 12:30 pm	Online	8–11 & 14–17	N/A	N/A	15–18 & 22–25
Essential Computer Skills for the Workplace (Word, Excel & Powerpoint) (5 days)	\$600	9:30 am – 3:30 pm	Online	28 – May 2	20–23 (9:30 am – 4:30 pm) or 26–30	9–13 or 23–27	28 – Aug 1
	\$630		In-person at North Delta Campus*	7–11	12–16	9–13	7–11
Microsoft Excel Essentials (2 days)	\$300	9:30 am – 3:30 pm	Online	30 – May 1	28–29	25–26	30–31
			In-person at DIVERSEcity	9–10	14–15	11–12	9–10
Microsoft Excel Essentials (4 sessions)	\$300	9:30 am – 12:30 pm	Online	14–17	N/A	N/A	22–25
Introduction to Computer Skills (4 days)	\$450	9:30 am – 3:30 pm	Online	22–25	20–23	24–27	22–25
			In-person at North Delta Campus*	29 – May 2	27–30	17–20	22–25
Financial Customer Service Basics (2 days)	\$450	9 am – 4 pm	Online	24–25	29–30	26–27	24–25
Essential Self-Employment Skills	\$600	9:30 am – varies	In-person at DIVERSEcity	June 2–6 (5 days) or June 23 – July 4 (9 sessions)			
Introduction to Python Coding (3 days)	\$400	9:30 am – 3:30 pm	In-person at DIVERSEcity	N/A	21–23	N/A	9–11
Essential AI Skills for the Future of Work (4 days)	\$500	9:30 am – 3:30 pm	In-person at DIVERSEcity	N/A	27–30	June 30 & July 2–4	
Basic Life Skills & Essential Workplace Skills	\$650	By private group booking only at this time.					
Workplace Health and Safety Training	\$350	By private group booking only at this time.					
FOODSAFE Level 1 (1 day)	\$90	By private group booking only at this time.					

REGISTER

604-547-2010

skillstraining@dcrs.ca

dcrs.ca/STC

13455 76 Avenue, Surrey, BC

Day = 9:30 am – 3:30 pm unless otherwise specified

Session = 9:30 am – 12:30 pm unless otherwise specified

*Unit 102, 9486-120 Street, Surrey, BC

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DIVERSE*city*
SKILLS TRAINING CENTRE



“The teacher’s knowledge base was impressive. Her practical examples were excellent. Very positive experience! It exceeded my expectations.”

— SKILLS TRAINING CENTRE STUDENT

Skills Training Courses

Getting you ready for the workforce!

- 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)
 - Online courses 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, for online classes. See other specific requirements for each course below.
 - Some in-person classes are held at DIVERSEcity Surrey Community Campus (13455 76 Avenue, Surrey, BC) and hosted at WorkBC Centres throughout the province.

Course Descriptions & Requirements

Customer Service Basics & Cashier Training

- Gain comprehensive knowledge of the duties and responsibilities of a customer service representative and/or cashier in the retail industry.
 - Develop skills in engaging with customers and handling their inquiries effectively.
 - Get hands-on cashier training to complete your training
- Note: This course can be taken together, or in two separate parts: Customer Service Basics (online) and Cashier Training (in-person).

Essential Computer Skills for the Workplace

- Learn general office administration and computer skills for the workplace using computer applications (Word, Excel, PowerPoint and Outlook).
- This course is also available in a **distance-learning option**, which includes three complimentary one-on-one sessions.
- In-person courses are held at North Delta Campus (Unit 102, 9486-120 Street, Surrey, BC) until further notice.

REQUIREMENTS: Computer with Microsoft Word, Excel and PowerPoint (2016 version preferably)

Introduction to Computer Skills

- Get a basic understanding of computer parts and functions.
- Learn the basic functions of Microsoft Word and Excel.
- Learn more about the Internet and email.
- In-person courses are held at North Delta Campus (Unit 102, 9486-120 Street, Surrey, BC) until further notice.

REQUIREMENTS: Computer with Microsoft Word, Excel and PowerPoint (2016 version preferably)

Microsoft Excel Essentials

- Learn how to use VLOOKUP, create pivot tables and charts.
- Create, use, edit and manage macros and more.

REQUIREMENTS: Microsoft Excel (2016 version preferably)

Financial Customer Service Basics

- Gain the skills and knowledge necessary to enter the financial services industry, including cheque cashing, cash handling and balancing procedures.
- Understand Canadian banking policies, procedures and compliance.

Workplace Health and Safety Training

- Learn to navigate the complexities of health and safety in BC.
- Become confident in hazards identification, risk assessment, incident reporting, emergency preparedness and evacuation, and more

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