

Computer Essentials For The Workplace

Course Overview

\$120

This introductory course is designed to provide you with basic knowledge about essential computer functions. Learn about the basic anatomy of a computer, become familiar with various operating systems and parts of a network, and finally, become confident with your abilities to carry out basic troubleshooting.

Students will receive a Letter of Successful Completion at the end of each course, recognizing their understanding and mastering of the course competencies.

Approximately one week before the course starts you will receive a confirmation email that provides additional course details.

Select sections of CEMA 112 course may be eligible for the future skills grant. Learn more about eligibility and how to apply for funding by visiting cnc.bc.ca/futureskills.

**7 hours
Offered in-person**

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2023F CEMA 112 101

October 3, 2023

Tues | 8:00am - 4:00pm

Registration recommended by
September 25, 2023

Please register before the recommended date as courses under-enrolled as of this date may be cancelled. Registrations after this date will be accepted if space is available.

Ready to Register?

Request for Registration Online Form; and/or
Sponsor an Employee Form

FOR MORE INFORMATION:

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School of Access
& Continuing Education