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COMPUTER SKILLS FOR OFFICE COMMUNICATION



DEVELOP PROFESSIONAL SKILLS NEEDED IN OFFICE WORK ENVIRONMENTS

Learn to use recent technologies that have been added to most office environments and address the unique challenges of remote or hybrid work.

Develop digital office communication skills such as professional emails, writing formal letters, using presentation software, social media and hosting virtual meetings.

Register Today!

5-Week Workshop Classes run Monday - Thursday

CONTACT MELODY:

519-944-4900 ext. 150 or mnowack@uhc.ca









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