

# Atlantic Technical College

www.atlantictechnicalcollege.edu

## Lifelong Learning- LL Courses 2020-2021

(No Orientation or Basic Skills Test Required)



### Introduction to Microsoft Office 2016

Learn basic software skills that are a must in today's digital world! This face-to-face course will focus on fundamental Microsoft Office 2016:

#### Word

- Basic Word Features
- Create & Manage Documents
- Enter & Edit Text
- Add Simple Graphics
- Customize & User Interface

#### Excel

- Basic Excel Features
- Create Workbooks
- Enter & Edit Data
- Perform Basic Calculations
- Find & Correct Errors

#### PowerPoint

- Basic PowerPoint Features
- Create Presentations
- Create & Manage Slides
- Enter & Edit Text and Graphics
- Custom Elements

Saturday | 8:00 a.m. - 11:00 a.m.

Class Runs	Hours	Cost
January - March	30	\$138
March - June	33	\$147



### Intermediate Microsoft Office 2016

Project-based and task driven, this face-to-face course will provide you with knowledge of Word, Excel, PowerPoint and Access:

#### Word

- Advanced Word Features
- Organize Tables
- Charts & Visual Elements

#### Excel

- Advanced Excel Features
- Perform Advanced Calculations
- Create Charts & Graphics

#### PowerPoint

- Advanced PowerPoint features
- Create & Manage Tables
- Add Sound & Movement

#### Access

- Introduction to Databases
- Plan & Create a Database
- Organize Fields & Records
- Work with Data Entry Rules

Saturday | 8:00 a.m. - 11:00 a.m.

Class Runs	Hours	Cost
January - March	30	\$138
March - June	33	\$147



### Intuit Quickbooks 2019

Take your accounting knowledge to the next level! This face-to-face course will introduce you to the basic features of QuickBooks 2019. Prior bookkeeping and computer experience required.

This course will provide you with a simple approach to learning computer software specific to the accounting industry. If you are learning this software for the first time, you will be introduced to its primary features such as:

- Creating a company
- Vendor & Customer Center
- Generating Reports

If you are familiar with the software, you will quickly learn the new features and functionality of this version. Regardless of your skill level, you will learn with the greatest of ease!

Thursday | 6:30 p.m. - 9:30 p.m.

Class Runs	Hours	Cost
January - March	30	\$138
March - June	30	\$138

FOR MORE INFORMATION CALL 754-321-5226

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