

2022 - 2023

LIFELONG & WORK BASED LEARNING

Atlantic Technical College & Technical High School

CONTINUING WORKFORCE EDUCATION

NO ORIENTATION OR BASIC SKILLS TEST REQUIRED



Digital Literacy & Microsoft Office Fundamentals

This course aims to empower you with the skills needed to succeed in a digital world. In today's changing landscape, you understand the importance of having the technology skills needed to live, learn, and work in society. Collaborating with others and accessing information is increasingly more difficult if you don't have the digital skills required. This face-to-face class will help you gain the knowledge and confidence to: use the Windows operating system, navigate the internet safely, manage files and folders on your computer, virtual conference with others, use basic email functions and much more. You will also gain experience through hands-on practice to understand the fundamentals of Microsoft: Word, Excel, and PowerPoint.

Class Runs	Day	Times	Hours	Cost
August 20 - October 15	Saturday	8:00 am - 11:00 am	27	\$136
October 29 - December 17	Saturday	8:00 am - 11:00 am	15	\$100
January 21 - March 11	Saturday	8:00 am - 11:00 am	21	\$118
April 1 - June 3	Saturday	8:00 am - 11:00 am	24	\$127
June 17 - August 5	Saturday	8:00 am - 11:00 am	24	\$127



Atlantic Technical College and Technical High School

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754-321-5200 or visit
atlantictechnicalcollege.edu

The mission of Atlantic Technical College and Technical High School is to promote excellence in academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce.