

2023-2024

CONTINUING WORKFORCE EDUCATION

Atlantic Technical College & Technical High School

DIGITAL LITERACY & MICROSOFT OFFICE FUNDAMENTALS

No Orientation or Basic Skills Test Required

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 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 Power Point.

Table with 5 columns: Class Runs, Days, Times, Hours, Cost. Rows include dates like Aug. 26 - Oct. 7, Oct. 21 - Dec. 16, Jan. 27 - Mar. 9, Apr. 6 - May 11, and June 8 - July 13.

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.

Atlantic Technical College & Technical High School

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Celebrating 50 Years of Excellence!



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