

2023-2024

CONTINUING WORKFORCE EDUCATION

Atlantic Technical College & Technical High School

MICROSOFT OFFICE SUITE

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 online class will help you gain experience through hands-on practice to understand the fundamentals of Microsoft programs. We will cover Word, Excel, and Power Point to give you knowledge and confidence to successfully navigate and use Microsoft 365 Suite.

Class meets 100% online. Computer with Windows operating system required.

Class Runs	Days	Times	Hours	Cost
Aug. 22 - Oct. 19	Tuesday & Thursday	4:00 p.m - 6:00 p.m.	36	\$163
Oct. 26 - Jan. 18	Tuesday & Thursday	4:00 p.m - 6:00 p.m.	36	\$163
Jan. 23 - Mar. 21	Tuesday & Thursday	4:00 p.m - 6:00 p.m.	36	\$163
Apr. 2 - May 30	Tuesday & Thursday	4:00 p.m - 6:00 p.m.	36	\$163
June 4 - Aug. 8	Tuesday & Thursday	4:00 p.m - 6:00 p.m.	36	\$163

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

4700 Coconut Creek Parkway,
Coconut Creek, FL 33063
754-321-5100 | Fax: 754-321-5380

Atlantic Technical College Arthur Ashe, Jr. Campus

1701 NW 23rd Avenue,
Fort Lauderdale, FL 33311
754-322-2800 | Fax: 754-322-2880

For more information call **754-321-5200** or visit AtlanticTechnicalCollege.edu



Celebrating 50 Years of Excellence!



The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.