

# 2025-2026 CONTINUING WORKFORCE EDUCATION

## 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.

Class Runs	Days	Times	Hours	Cost
August 16 - September 27, 2025	Saturday	8:00 a.m - 11:00 a.m.	18	\$120
October 25 - December 13, 2025	Saturday	8:00 a.m - 11:00 a.m.	18	\$120
January 10 - February 28, 2026	Saturday	8:00 a.m - 11:00 a.m.	18	\$120
March 28 - May 9, 2026	Saturday	8:00 a.m - 11:00 a.m.	18	\$120
June 6 - June 18, 2026	Saturday	8:00 a.m - 11:00 a.m.	18	\$120

**THE MISSION OF ATLANTIC TECHNICAL COLLEGE & 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.

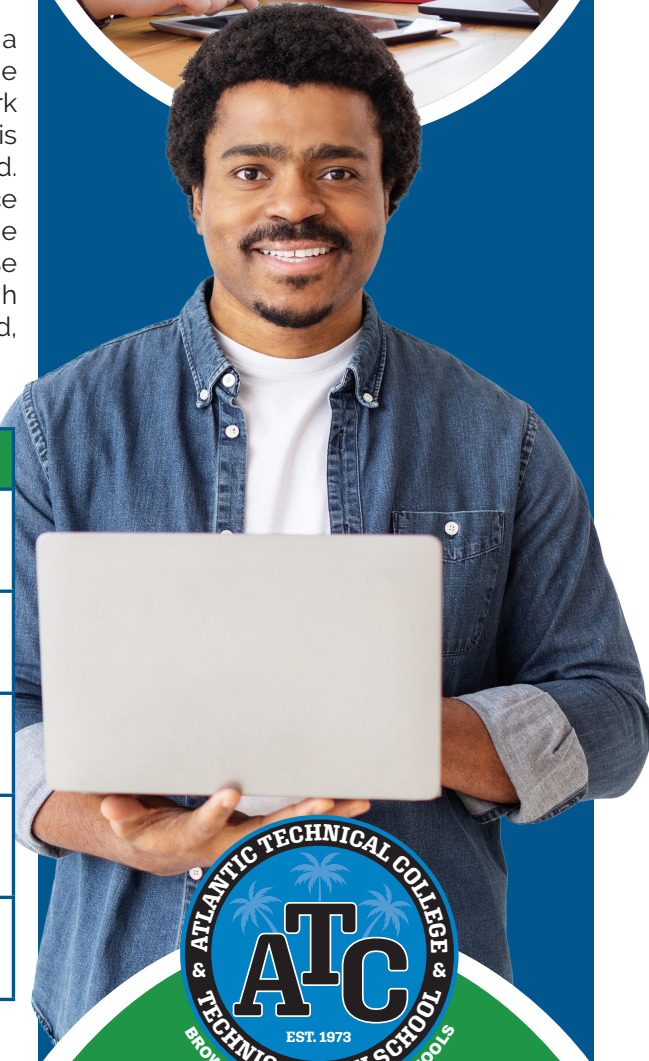


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### Atlantic Technical College & Technical High School

4700 Coconut Creek Parkway  
Coconut Creek, FL 33063  
754.321.5100 | Fax: 754.321.5380

### 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  
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