

2025-2026 CONTINUING WORKFORCE EDUCATION

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
August 12 - October 9, 2025	Tuesday & Thursday	6:00 p.m -8:00 p.m.	32	\$170
October 14 - December 18, 2025	Tuesday & Thursday	6:00 p.m -8:00 p.m.	34	\$176
January 6 - March 3, 2026	Tuesday & Thursday	6:00 p.m -8:00 p.m.	34	\$176
March 24 - May 19, 2026	Tuesday & Thursday	6:00 p.m -8:00 p.m.	34	\$176
June 9 - July 30, 2026	Tuesday & Thursday	6:00 p.m -8:00 p.m.	32	\$170

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.

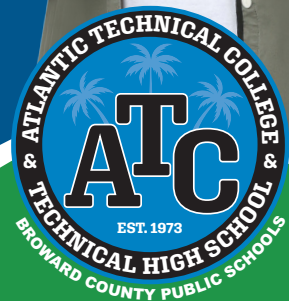
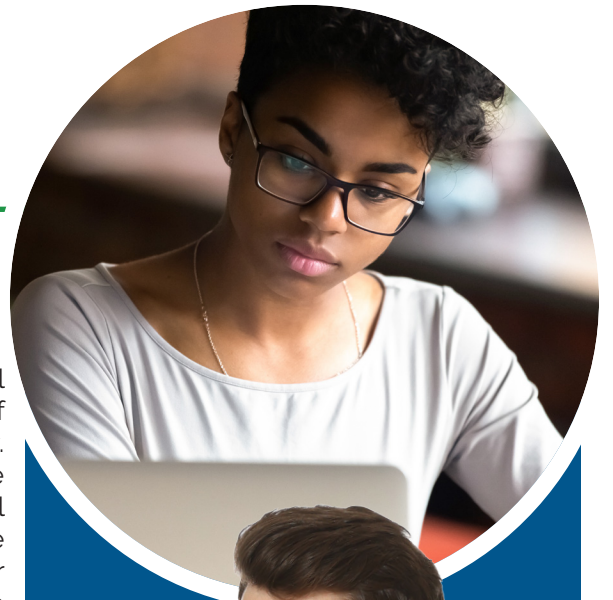


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