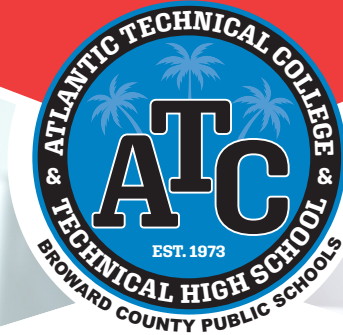


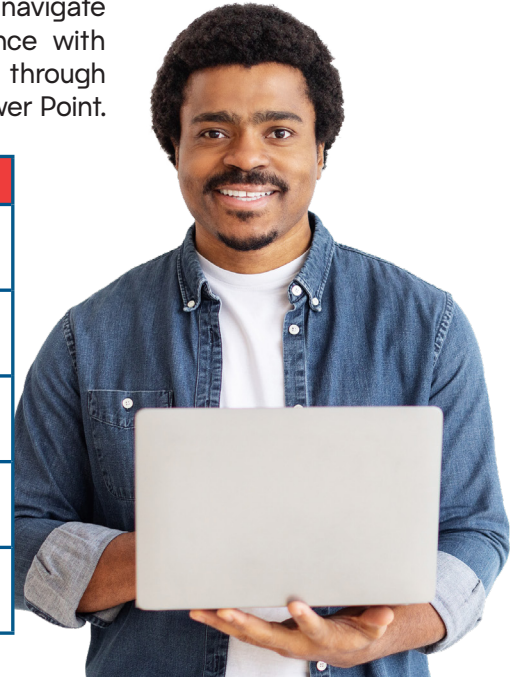
# 2026-2027 CONTINUING WORKFORCE EDUCATION DIGITAL LITERACY & MICROSOFT OFFICE FUNDAMENTALS



**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 15 -<br>October 3, 2026    | Saturday | 8:00 a.m - 11:00 a.m. | 18    | \$125 |
| October 17 -<br>November 21, 2026 | Saturday | 8:00 a.m - 11:00 a.m. | 18    | \$125 |
| January 9 -<br>February 27, 2027  | Saturday | 8:00 a.m - 11:00 a.m. | 18    | \$125 |
| April 3 -<br>May 8, 2027          | Saturday | 8:00 a.m - 11:00 a.m. | 18    | \$125 |
| June 5 -<br>July 24, 2027         | Saturday | 8:00 a.m - 11:00 a.m. | 18    | \$125 |



**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**.

For more **INFORMATION**  
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