

2026-2027 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 11 - October 1, 2026	Tuesday & Thursday	6:00 p.m - 8:00 p.m.	32	\$175
October 13 - December 15, 2026	Tuesday & Thursday	6:00 p.m - 8:00 p.m.	32	\$175
January 5 - February 25, 2027	Tuesday & Thursday	6:00 p.m - 8:00 p.m.	32	\$175
March 30 - May 20, 2027	Tuesday & Thursday	6:00 p.m - 8:00 p.m.	32	\$175
June 3 - July 27, 2027	Tuesday & Thursday	6:00 p.m - 8:00 p.m.	32	\$175



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**
call **754.321.5200** or visit
AtlanticTechnicalCollege.edu

**Atlantic Technical College &
Technical High School**
754.321.5100
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Coconut Creek, FL 33063

Follow us on:



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Fort Lauderdale, FL 33311



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