



2024-2025 | ATLANTIC TECHNICAL COLLEGE & TECHNICAL HIGH SCHOOL
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
Aug. 13 - Oct. 10, 2024	Tuesday & Thursday	6:00 p.m - 8:00 p.m.	34	\$157
Oct. 15 - Dec. 19, 2024	Tuesday & Thursday	6:00 p.m - 8:00 p.m.	34	\$157
Jan. 7 - Mar. 4, 2025	Tuesday & Thursday	6:00 p.m - 8:00 p.m.	34	\$157
Apr. 1 - May 27, 2025	Tuesday & Thursday	6:00 p.m - 8:00 p.m.	34	\$157
June 3 - July 31, 2025	Tuesday & Thursday	6:00 p.m - 8:00 p.m.	34	\$157

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

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