



OFFICE TECHNOLOGY CLASSES

- Improve Job Opportunity
- Improve Computer Skills
- Windows 10
- Internet
- Email
- Google
- Earn MS Certification
- MS Office 2016
 - MS Word
 - Excel
 - PowerPoint
- Google Docs/Drive

Instructor: R. Baugh, Jr.

Fall Semester: August 24, 2020 – December 18, 2020

Mondays: 9:00 a.m. – 12 noon

Thursdays: 5:30 p.m. – 8:30 p.m.

**REGISTER: ONLINE @
jeffersonadulthood.net**

JEFFERSON ADULT EDUCATION

Jefferson Union High School District

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