



OFFICE TECHNOLOGY CLASSES

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

Fall Semester:

Instructor: R. Baugh, Jr.

August 26, 2019 – December 16, 2019
Mondays: 9:00 a.m. – 12 noon

August 22, 2019 – December 19, 2019
Thursdays: 5:30 p.m. – 8:30 p.m.

REGISTRATION: 1st Day of Class

JEFFERSON ADULT EDUCATION

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