

MICROSOFT OFFICE 2018

BOOTCAMP



You asked for it, and now you have it... A boot camp for Microsoft Office 2016. Whether you need to brush up on Microsoft Word, Excel, or PowerPoint, this boot camp will help you quickly increase your confidence in these widely used Microsoft software products in today's office environment including word processing, utilizing spreadsheets, and creating presentations. So what are you waiting for? Register today and get a jump start on your office computing skills!

TUESDAYS AND THURSDAYS

JAN. 30 - FEB. 22 | 6 - 9 P.M.

SOUTH CAMPUS | 1531 TRINITY CHURCH ROAD, CONCORD | RM. 103A | DATATEL #88346

MONDAYS AND WEDNESDAYS

FEB. 19 - MAR. 21 | 1 - 4 P.M.

**NORTH CAMPUS | 1333 JAKE ALEXANDER BLVD. S., SALISBURY | BLDG. 400 RM. 4126
DATATEL #88516**

MONDAYS AND WEDNESDAYS

MAR. 19 - APR. 11 | 10 A.M. - 1 P.M.

CBTC | 660 CONCORD PKWY., N., CONCORD | RM. 9105 | DATATEL #88383

MONDAYS AND WEDNESDAYS

APR. 16 - MAY 9 | 6 - 9 P.M.

**NORTH CAMPUS | 1333 JAKE ALEXANDER BLVD. S., SALISBURY | BLDG. 400 RM. 4126
DATATEL #88369**

\$70 REGISTRATION FEE

REQUIRED TEXTBOOK *Microsoft Office 2016 Step by Step - ISBN: 9780735699236*
(available in Rowan-Cabarrus Campus bookstores)

Call **704-216-7222** or register online through WebAdvisor (go to WebAdvisor, click "Students", then "Register and pay for Continuing Education Classes")



704-216-RCCC (7222) www.rccc.edu