

MICROSOFT OFFICE 2016

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!

MONDAYS AND WEDNESDAYS

JUNE 4 - 27 | 6 - 9 P.M.

CBTC | 660 CONCORD PKWY., N., CONCORD | RM. 9232 | DATATEL #90098

\$70 REGISTRATION FEE

REQUIRED TEXTBOOK

*Microsoft Office 2016
Step by Step
ISBN: 9780735699236*

*Please purchase your
book prior to the first day
of class.*

Here's how to purchase your book:

- Visit **rccc.textbookx.com**
- Select "Find Your Course"
- Under "Continuing Education" for Level
- Select your Course Title
- Press "See Course Items"

Please allow time to order and receive your book in the mail prior to the first day of class.

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



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