

# May 2017 COMPUTER SKILLS TRAINING



**Lora M. Robins**

**Family Learning Center**

**800 W. Graham Road**

**Richmond, VA 23222**

<http://www.partnershipforfamilies.org>

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Develop a passion for learning. If you do you will never cease to grow.</b> ~Anthony J. D'Angelo				
1 9-12 COMPUTER BASICS I 1-3 COMPUTER BASICS II 3-4 PRACTICE LAB	2 9-12 KEYBOARDING I 1-3 KEYBOARDING II 3-4 PRACTICE LAB	3 9-12 INTERNET BASICS 1-3 DIGITAL LITERACY 3-4 PRACTICE LAB	4	5
8 9-12 WORD I 1-3 WORD II 3-4 PRACTICE LAB	9 9-12 POWERPOINT I 1-3 POWERPOINT II 3-4 PRACTICE LAB	10 9-12 EXCEL I 1-3 EXCEL II 3-4 PRACTICE LAB	11	12
15 9-12 KEYBOARDING I 1-3 KEYBOARDING II 3-4 PRACTICE LAB	16 9-12 INTERNET BASICS 1-3 DIGITAL LITERACY 3-4 PRACTICE LAB	17 9-12 WORD I 1-3 WORD II 3-4 PRACTICE LAB	18	19
22 9-12 EXCEL I 1-3 EXCEL II 3-4 PRACTICE LAB	23 Lab is not Available	24 9-12 POWERPOINT I 1-3 POWERPOINT II 3-4 PRACTICE LAB	25	26
29 MEMORIAL DAY – NO CLASSES	30 9-12 WORD I 1-3 WORD II 3-4 PRACTICE LAB	31 9-12 EXCEL I 1-3 EXCEL II 3-4 PRACTICE LAB		

## Computer Skills Training Classes

- All classes are open to the public
- Classes are great for new beginners and those seeking skills needed in today's workforce
- \$10.00 monthly class fee
- Call the number below for information and to inquire about availability
- Photo Identification is required for registration.

**Contact us at (804) 353-4264**