

Floyd Employability Enhancement Pilot Project – Phase I - 2012

Microsoft Office Suite - Word (Introduction, Beg-Intermediate, Intermediate, Advanced)
Wednesday, 4:30 – 6:30pm; February 22, 29, March 7 & 14 (make up day, March 21)
The Floyd Adult Learning Center

Microsoft Office Suite – Excel (Introduction, Beg-Intermediate, Intermediate, Advanced)
Thursdays, 4:30 – 6:30pm; February 23, March 1, 8 & 15 (make-up day, March 22)
Jesse Peterman Library

Microsoft Office Suite – Access (Introduction, Beg-Intermediate, Intermediate, Advanced)
Wednesdays, 4:30-6:30pm; March 28 & April 11, 18, & 25
The Floyd Adult Learning Center

Microsoft Office Suite – Outlook
Thursdays, 4:30-6:30pm; March 29 & April 12
Jesse Peterman Library

Microsoft Office Suite – Publisher (Introduction, Intermediate, Advanced)
Thursdays, 4:30-6:30pm; April 19 & 26, May 3
The Floyd Adult Learning Center

Adobe Creative Suite – Photoshop
Saturday, February 25, 9:30am- 12:30pm; Sunday, February 26, 1:30-3:30pm
The Floyd Adult Learning Center

Adobe Creative Suite – Dreamweaver
Saturday, March 10, 9:30am-noon; Sunday, March 11, 1:30-3:30pm
The Floyd Adult Learning Center

Adobe Creative Suite – InDesign
Saturday, March 24, 9:30am-noon; Sunday, March 25, 1:30-3:30pm
The Floyd Adult Learning Center

Adobe Creative Suite – Illustrator
Saturday, April 21, 9:30am-12:30pm; Sunday, April 22, 1:30-3:30pm
The Floyd Adult Learning Center

Adobe Creative Suite- Acrobat Professional
Saturday, May 5, 9:30am-12:30pm; Sunday, May 6 1:30pm-3:30pm
The Floyd Adult Learning Center

Customer Service Skills & Work Readiness/ Employment Search Training
tbd scheduled in May

2nd Session of Classes will run June through September. Detailed schedule to be announced.

