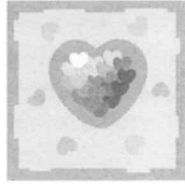







# Plattsburgh Public Library Career Center

## February 2014



Monday	Tuesday	Wednesday	Thursday	Friday
<p>*** Please sign up for classes ahead of time, if possible 518-563-0921 Walk-ins welcome!</p>		<p>**Plattsburgh Public Library Career Center is available for your group workshops See Digital Literacy Instructor for details</p>	<p>***Can't come to the classes? Individual help is available daily Sign Up at the Career Center</p>	
3	<p>4 Basic Computer Skills 10:00-11:00am Resume Writing 3:00-4:00pm</p>	5	<p>6 What Your Library Card can do for You 9:30-10:30am TBI Center Workshop 10:30am-12:00pm Intro to Google Drive 3:00-4:00pm</p>	7
10	<p>11 Exploring Transparent Language Online 10:00-11:00am Exploring Learning Express Library Database 3:00-4:00pm</p>	<p>12 Closed in Observance of Lincoln's Birthday</p> <p style="text-align: center;"></p>	<p>13 Intro to Microsoft Word 9:30-10:30am TBI Center Workshop 10:30am-12:00pm Setting up an Email account 3:00-4:00pm</p>	14
<p>17 Closed in Observance of Presidents' Day</p> <p style="text-align: center;"></p>	<p>18 Interviewing Skills 10:00-11:00am Exploring Websites to Improve Memory 3:00pm-4:00pm</p>	19	<p>20 Improve Your Typing 9:30-10:30am TBI Center Workshop 10:30am-12:00pm Job Search Skills 3:00-4:00pm</p>	21
24	<p>25 Exploring Free Library Databases 10:00-11:00am Intro to Power Point 3:00-4:00pm</p>	26	<p>27 Writing Cover Letters 9:30-10:30am TBI Center Workshop 10:30am-12:00pm Intro to Microsoft Publisher 3:00-4:00pm</p>	28

Joanne Weiss  
Digital Literacy Instructor  
AmeriCorps for the Adirondacks  
518-563-0921

Plattsburgh Public Library Career Center  
Plattsburgh Public Library  
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## Selected Workshop Descriptions (some to be offered in future months)

- Intro to Microsoft Publisher: Create, personalize, and share a wide range of professional-quality publications and marketing materials with ease – brochures, flyers, business cards, and more!
- Obtaining and Maintaining References: Tips for social networking and etiquette for obtaining/maintaining professional references.
- Interviewing Skills: Overcome your fears and ace those tricky questions!
- Resume Writing: Put together a polished document that will grab employers' attention. Keep up with current resume trends.
- Intro to Microsoft Word: Learn the basics of word processing.
- Intro to Microsoft Excel: Organize data (numbers and text) using spreadsheets.
- Writing Cover & Thank You Letters: Understand the importance of these essential documents and how to properly format your letters.
- Improve Your Typing: Learn proper typing technique and test your abilities at a self-set pace.
- Exploring Overdrive for you Ereader and Free Public Library Databases: Learn how to download books free using Overdrive and explore the many free databases the library has to offer
- Exploring Websites to Improve Memory: Take a look at some fun, educational websites that will help to improve your memory.
- Intro to Google Drive: Learn the basics of navigating through Google Drive to create documents, spreadsheets and powerpoint presentations. A Gmail account is required to access Google Drive.
- Exploring Learning Express Library Database: Interactive skill-building courses, practice tests for official exams such as SAT, ACT, GED and many Civil Service Exams. Also explores Job Search resources such as Resume Writing and Interview Courses. Includes areas of practice for children through adults. Library card is required to use database.
- Exploring Transparent Language Online: Learn the basics of a new language through a free online language learning system. Library card is required to use database.