



# Plattsburgh Public Library Career Center

## March 2014



Monday	Tuesday	Wednesday	Thursday	Friday
<b>3</b> Still need to file your taxes? Ask about free e-filing with help from a certified VITA/TCE tax volunteer	<b>4</b> What Your Library Card can do for You 10:00-11:00am Basic Computer Skills 3:00-4:00pm	<b>5</b>	<b>6</b> <b>Interviewing Skills 9:30-10:30am</b> TBI Center Workshop 10:30am-12:00pm Intro to Google Drive 3:00-4:00pm	<b>7</b>
<b>10</b>	<b>11</b> Exploring Free Library Databases 10:00-11:00am Exploring Websites to find College Scholarships 3:00pm-4:00pm	<b>12</b>	<b>13</b> <b>Writing Cover Letters 9:30-10:30am</b> TBI Center Workshop 10:30am-12:00pm How to File FAFSA for student aid 3:00-4:00pm	<b>14</b>
<b>17</b> 	<b>18</b> Exploring Transparent Language Online 10:00-11:00am Exploring Learning Express Library Database 3:00-4:00pm	<b>19</b>	<b>20</b> <b>Intro to Microsoft Word 9:30-10:30am</b> TBI Center Workshop 10:30am-12:00pm Setting up an Email account 3:00-4:00pm	<b>21</b>
<b>24</b>	<b>25</b> Resume Writing 10:00-11:00am Exploring Websites to Improve Mouse Skills & Memory 3:00-4:00pm	<b>26</b>	<b>27</b> <b>Improve Your Typing 9:30-10:30am</b> TBI Center Workshop 10:30am-12:00pm Job Search Skills 3:00-4:00pm	<b>28</b>
<b>31</b>		*** Please sign up for classes ahead of time, if possible 518-563-0921 Walk-ins welcome!	<b>**Plattsburgh Public Library Career Center is available for your group workshops            See Digital Literacy Instructor for details</b>	<b>***Can't come to the classes? Individual help is available daily            Sign Up at the Career Center</b>

Joanne Weiss  
 Digital Literacy Instructor/Certified VITA/TCE Tax Volunteer  
 AmeriCorps for the Adirondacks  
 518-563-0921

Plattsburgh Public Library Career Center  
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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 or brush up on one you already know through a free online language learning system. Library card is required to use database.

