Plattsburgh Public Library Community Technology Center
April 2014

Monday	Tuesday	Wednesday	Thursday	Friday
Still need to file your taxes? Ask about free e-filing with help from a certified VITA/TCE tax volunteer	1 Interviewing Skills 10:00-11:00am Job Search Skills 3:00-4:00pm	2 ARC Workshop 1:00-2:00pm	3 Basic Computer Skills 9:30-10:30am TBI Center Workshop 10:30am-12:00pm Intro to Google Drive 3:00-4:00pm	4 *** Please sign up for classes ahead of time, if possible 518-563-0921 Walk-ins welcome!
7	8 Exploring Free Library Databases 10:00-11:00am Exploring Websites to find College Scholarships 3:00pm-4:00pm	9 ARC Workshop 1:00-2:00pm	10 What Your Library Card can do for You 9:30-10:30am TBI Center Workshop 10:30am-12:00pm Research & Educational Websites 3:30-4:30pm	11
14	15 Exploring Learning Express Library Database 10:00-11:00am Exploring Transparent Language Online 3:00-4:00pm	16 ARC Workshop 1:00-2:00pm	17 Intro to Microsoft Word 9:30-10:30am TBI Center Workshop 10:30am-12:00pm How to File FAFSA for Student Aid 3:00-4:00pm	18
21	22 Resume Writing 10:00-11:00am Exploring Websites to Improve Mouse Skills & Memory 3:00-4:00pm	23 ARC Workshop 1:00-2:00pm	24 Improve Your Typing 9:30-10:30am TBI Center Workshop 10:30am-12:00pm Setting up an Email account 3:00-4:00pm	25
28	29 Intro to Microsoft Publisher 10:00-11:00am Writing Cover Letters 3:00-4:00pm	30 ARC Workshop 1:00-2:00pm	**Plattsburgh Public Library Career Center is available for your group workshops See Digital Literacy Instructor for details	***Can't come to the classes? Individual help is available daily Sign Up at the Career Center

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

Plattsburgh Public Library Career Center
Plattsburgh Public Library
19 Oak Street   Plattsburgh, NY 12901

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.

- Research/Educational Websites: Explore research databases through NovelNY and also some fun, educational websites for students K-12!

- 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 & Mouse Skills: Take a look at some fun, educational websites that will help to improve your memory and using the mouse.

- 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.