Computer Classes August 2023

LITERACY
PITTSBURGH

Monday	Tuesday	Wednesday	Thursday
	1	**2**	**3**
	Open Lab Duquesne EARN 10:00 am – 12:00 pm **Open Lab** PA CareerLink® 1:30 pm -3:30 pm	**Typing 101 (Virtual)** Online via Zoom 10:00 am – 11:15 am **Internet Basics** Literacy Pittsburgh 2:00 pm – 4:00 pm	**Open Lab** Wilkinsburg EARN 10:00 am – 12:00 pm **Internet Basics** Clairton Public Library 1:00 pm – 3:00 pm **Open Lab** Literacy Pittsburgh 2:00 pm - 4:00 pm
7	**8**	**9**	**10**
Microsoft PowerPoint (Virtual) Online via Zoom 9:00 am – 11:00 am **Gmail (Virtual)** Online via Zoom 10:00 am-12:00 pm **Microsoft Excel** PA CareerLink® 1:30 pm - 3:30 pm	**Completing Online Job Applications (Virtual)** Online via Zoom 10:00 am – 12:00 pm **Open Lab** PA CareerLink® 1:30 pm -3:30 pm	**Google Drive (Virtual)** Online via Zoom 9:30 am – 11:30 am **Internet Basics** Literacy Pittsburgh 2:00 pm – 4:00 pm	**Email Etiquette workshop** Literacy Pittsburgh 10:00 am – 12:00 pm **Preparing for a Virtual Job Interview (Virtual)** Online via Zoom 2:00 pm – 4:00 pm **Open Lab** Literacy Pittsburgh 2:00 pm - 4:00 pm
14	**15**	**16**	**17**
Microsoft PowerPoint (Virtual) Online via Zoom 9:00 am -11:00 am **Microsoft Excel** PA CareerLink® 1:30 pm - 3:30 pm	**Open Lab** PA CareerLink® 1:30 pm -3:30 pm	**Internet Basics** Literacy Pittsburgh 2:00 pm - 4:00 pm	**Open Lab** Literacy Pittsburgh 2:00 pm - 4:00 pm

Monday	Tuesday	Wednesday	Thursday
21	22	23	24
Google Calendar (Virtual) Online via Zoom 10:00 am - 12:00 pm **Microsoft Excel** PA CareerLink® 1:30 pm - 3:30 pm **Typing 101 (Virtual)** Online via Zoom 2:00 pm - 3:15 pm	**Avoiding Email Scams** Literacy Pittsburgh 10:00 am – 12:00 pm **Open Lab** PA CareerLink® 1:30 pm - 3:30 pm	**Email Etiquette** Literacy Pittsburgh 10:00 am – 12:00 pm	**Google Docs (Virtual)** Online via Zoom 2:00 pm - 4:00 pm **Open Lab** Literacy Pittsburgh 2:00 pm - 4:00 pm
28	29	30	31
Preparing for a Virtual Job Interview (Virtual) Online via Zoom 10:00 am-12:00 pm	**Open Lab** Duquesne EARN 10:00 am – 12:00 pm **Internet Basics** Clairton Public Library 1:00 pm – 3:00 pm	**Social Media Clean-Up (Virtual)** Online via Zoom 10:00 am - 12:00 pm	**Open Lab** Wilkinsburg EARN 10:00 am – 12:00 pm **Typing 101 (In-person)** Literacy Pittsburgh 1:00 pm – 2:15 pm

In-Person Classes

Classes at Literacy Pittsburgh Downtown (411 Seventh Ave, Suite 525)

Email Etiquette: Learn best practices for emailing based on audience – business, job-seeking, and personal. Write clear and concise professional emails. Create a positive impression and communicate effectively.

Avoiding Email Scams: Understand how to recognize scams within your email, so you can keep your information private and safe. Distinguish between spam and phishing tactics while utilizing basic internet skills. By the end of the workshop, you will be able to identify online security threats and know how to avoid viruses.

Typing 101: Get started with touch typing in this one-hour and fifteen-minute workshop. Practice using the "Home Row" to increase your speed and improve accuracy. Use two typing platforms and see what your average Words Per Minute are. Practice includes instant feedback and games for a fun and rewarding experience.

Open Computer Lab: Drop-in time for individual instruction in a group setting. An instructor will guide you in learning any basic computer skill.

Classes at PA CareerLink® Downtown (914 Penn Avenue, sixth floor)

Intro to Microsoft Excel: Excel is Microsoft's spreadsheet software. Gain an overview of the program and learn to use many features of the software to create budgets and other spreadsheets. Additionally, learners will have the opportunity to work on skills like storing and organizing files on the computer. Learners will take a NorthStar assessment and can earn a certificate showing employers they understand the basics of using Excel.

Open Computer Lab: Drop-in time for individual instruction in a group setting. An instructor will guide you in learning any basic computer skill.

Classes at Clairton Public Library (616 Miller Ave. Clairton, 15025)

Internet Basics: Students will identify specific search terms to produce a successful Internet search, navigate an Internet browser to complete a personal goal such as shopping online or applying for a job, and identify common browser tools and various top-level domains.

Classes at Wilkinsburg EARN (221 Penn Avenue, Pittsburgh, PA 15221)

Open Computer Lab: Drop-in time for individual instruction in a group setting. An instructor will guide you in learning any basic computer skill.

Classes at Duquesne EARN (2 Duquesne Plaza, Suite #1, Duquesne, PA 15110)

Open Computer Lab: Drop-in time for individual instruction in a group setting. An instructor will guide you in learning any basic computer skill.

Virtual/online classes- Zoom codes are provided at registration.

(Virtual) Microsoft PowerPoint: PowerPoint is Microsoft's presentation software. Gain an overview of the program features and learn the basics including formatting text, inserting items, using transitions and animations, saving and printing, and PowerPoint etiquette. Take a Northstar assessment to earn a certificate.

(Virtual) Gmail: Get an overview of Gmail and create a Gmail account. Learn how to check your email, send an email, reply or forward an email. Understand the folders in Gmail including Inbox, Sent Items, Spam, Trash, etc. Identify the basic parts of an email including To, From, CC, BCC, Subject, and Body.

(Virtual) Google Calendar: Very beginners will learn how to navigate the Google Calendar. Participants will create a Gmail account (if needed), gain an overview of the calendar viewing options and settings menus, and learn how to create a new meeting, invite people to meetings, and delete a meeting.

(Virtual) Google Docs: Topics covered include basic formatting text, sharing and collaborating in a Google Doc, creating lists, inserting images, and downloading files as PDFs. Students will understand how to use Google Docs in a business or school setting.

(Virtual) Google Drive: Learn the basics of Google Drive. Identify what items can be included in a Google Drive, create and manage folders in Drive, and collaborate with others by sharing files and folders with others and changing permissions in Drive. Sign up for a Gmail account during this workshop (if needed).

(Virtual) Typing 101: Get started with touch typing in this one-hour and fifteen-minute workshop. Practice using the "Home Row" to increase your speed and improve accuracy. Use two typing platforms and see what your average Words Per Minute are. Practice includes instant feedback and games for a fun and rewarding experience.

(Virtual) Social Media Clean-Up: Understand how your online activities can be tracked and explore your digital footprint. Learn how to clean up your online presence in preparation for job searching by exploring privacy settings on social media platforms such as Facebook and Instagram.

(Virtual) Preparing for a Virtual Job Interview: Gain tips for interviewing for a job on Zoom in a variety of aspects including choosing an appropriate, professional background, and lighting. Discuss other aspects to consider well ahead of time such as location, Wi-fi connection, troubleshooting, and more**.** Additionally, learn about tools you can purchase to make your interview experience the best it can be.