



**Computer &
Job Readiness Classes
June 2015**



**Queens Library
Job Information Center
89-11 Merrick Blvd
Jamaica, NY 11432
718-990-8625**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>All computer classes are held in the Cyber Center Training Room. Pre-registration is required for all computer classes. Register online at jobmap.queenslibrary.org. (Visit the Job Information Center for help with Job Map) Please Note classes marked with * will take place in the first floor Conference Room</p>						
	1 10-12 OSHA Information session Auditorium	2 130-330 Identifying your work skills* 7-830 Small Business Workshop Auditorium*	3 10-12 Resume Workshop* 2-4 Mock Interviews 6-8 Mistake Free Interviewing*	4 10-12 Beginners PowerPoint 10-3 Mock Interviews 6-8 Introduction to Email	5	6 930-12 Introduction to Computers 1-330 Introduction to the Internet
7	8 10-12 Introduction to Computers	9 130-330 Mistake Free Interviewing* 2-6 Open Lab 7-830 Small Business Workshop Auditorium	10 10-12 Resume workshop* 2-4 Mock Interview 6-8 Identifying Your Work Skills*	11 10-12 Intermediate Word 10-3 Mock Interviews 6-8 Introduction to coding with Treehouse	12 10-12 Salary Negotiation*	13 930-12 Beginners Word 1-330 Beginners PowerPoint
14	15 10-12 Introduction to Internet	16 130-330 Identifying your work skills* 2-6 Open Lab 7-830 Small Business Workshop Auditorium	17 10-11:30 Mistake Free Interviewing* 2-4 Mock Interview 6-8 Resume workshop*	18 10-12 Beginners Excel 10-3 Mock Interviews 6-8 Beginners word	19	20 930-12 Beginners Excel 1-330 Intermediate Excel
21	22 10-12 Introduction to Email	23 130-330 Mistake Free Interviewing* 2-6 Open Lab 7-830 Small Business Workshop Auditorium	24 10-12 Resume workshop* 2-4 Mock Interview 6-8 Identifying Your Work Skills	25 10-3 Mock Interviews	26	27
28	29	30				

COMPUTER CLASSES

INTRODUCTION TO COMPUTERS

After this workshop, you will be able to navigate a computer and begin to take advantage of everything computers have to offer.

INTRODUCTION TO INTERNET

Topics include terminology, using a web browser and search engine, the basic structure of a website and Internet safety. It is recommended that you have basic mouse and keyboarding skills.

INTRODUCTION TO EMAIL

Learn how to create an email account, log on, navigate your email account, send and receive emails and attach documents. It is recommended that you have basic mouse and keyboarding skills.

BEGINNERS WORD

Learn how to create and save documents; format and edit text; copy, cut and paste items; and use the basic functions and commands of Microsoft Word. Basic computer skills are required.

BEGINNERS EXCEL

Learn how to navigate a spreadsheet, create workbooks, enter and edit data, and create charts and graphs. Basic computer skills are required.

BEGINNERS POWERPOINT

Create awesome presentations and slideshows with PowerPoint 2010. Topics covered will include; creating and editing slides, changing the design and colors, inserting pictures and illustrations, and presenting your slide show.

INTERMEDIATE WORD

Learn how to format documents and bibliographies and insert tables, charts, headers and footers. Basic computer skills and knowledge of Microsoft Word are required.

INTERMEDIATE EXCEL

Topics include a review of the basics, creating and manipulating tables, and using formulas and functions. Basic computer skills and knowledge of Excel are required.

INTERMEDIATE POWERPOINT

Topics include creating and editing slides, changing design and colors, inserting pictures and illustrations, and presenting a slide show. Basic computer skills are required.

GETTING MORE WITH GOOGLE ACCOUNTS

Learn about the many ways you can use your Google account, from Gmail and Google Maps to Google Drive and Google Groups. Basic computer skills and an existing Google account are required.

FACEBOOK

Learn how to use Facebook to stay in touch with loved ones, keep up with the news and leverage your network for your job search. Basic computer knowledge, Internet skills and a valid email

BASIC MAC

Learn the basics of Apple computers on our MacBook Pro laptops in these weekly Mac labs. This week's topics are the differences between Macs and PCs, using the mouse and navigating the Mac interface and applications.

JOB READINESS CLASSES

IDENTIFYING YOUR WORKSKILLS

In this job market, it is important not only to know your job skills but also be able to market them to employers. This workshop will cover how to define and categorize job skills, what skills are most sought by employers, and how to identify and market your own skills to potential

RESUMES

Make your resume the best it can be. Topics include how to get started, types of resumes, what to include and exclude, and tips for making your resume stronger.

MISTAKE FREE INTERVIEWING

Learn how to prepare for a job interview, successfully deal with difficult questions and follow up properly after the interview.

MOCK INTERVIEWS

It takes practice to perfect your interviewing skills. One-on-one mock interviews let you make mistakes before they count. You will learn how to prepare for your interview, successfully deal with difficult questions, and follow up properly

LINKED IN

Learn how to use LinkedIn to look for employment, network and keep up with colleagues. Basic computer skills and knowledge of the Internet are required.

SMALL BUSINESS WORKSHOP

Do you have an idea for a business? Learn how to develop your idea into a business plan in our small business workshops.

JOBMAP HOW TO

REGISTER

- Go to jobmap.queenslibrary.org
- Left click on "Register now"
- Use your Library Card & PIN to register
- Username = Library Card number. Password = your Library card PIN
- TAKE THE ASSESSMENT. You cannot utilize JobMap services such as registering for classes, downloading handouts, or uploading your resume until you take the assessment

SIGN IN

- Go to jobmap.queenslibrary.org
- **Do not put "www." at the beginning of the URL
- In the upper right corner, click "Login" and enter your library card number and PIN number in the username and password fields

ADD EMAIL ADDRESS TO LIBRARY CARD

- Go to www.queenslibrary.org
- In the: "User Login" area on the left sidebar, log in with your Queens Library card number and PIN number
- In the upper right hand corner of the page, click "My Account"
- Click on "Preferences"
- Add your email address in the appropriate text box. This will allow you to register for classes through JobMap

SALARY NEGOTIATION

Before you start negotiating salary with a prospective employer, you need to know how much you, and the job, are worth. Learn how to negotiate in this workshop!

NETWORKING

Networking is one of the best ways to find a job. Learn how to exchange information with others about job opportunities, interesting organizations and up-and-coming industries.