

| | Monday | Tuesday | Wednesday | Thursday | Friday |
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| SEPTEMBER 2017 | | | | | 1 NO CLASS |
| | 4 NO CLASS (Queens Library CLOSED) | 5 Beginner Word 10:30 – 12:30, Room C&D | 6 Job Skills Identification 10:30 – 12:00, Room IRC | 7 Intermediate Word 10:30 – 12:30, Room IRC Choosing Entrepreneurship 1:30 – 3:30, Room IRC | 8 NO CLASS |
| | 11 Introduction to Computers 1:00 – 3:00, Room IRC | 12 Beginner Excel 10:30 – 12:30, Room IRC | 13 Resume 10:30 – 12:00, Room IRC Public Speaking 2:00 – 4:00, Room IRC | 14 Intermediate Excel 10:30 – 12:30, Room IRC Basics of Business Planning 1:30 – 3:30, Room IRC | 15 Writing Resumes with MS Word 10:30 – 12:30, Room C&D |
| | 18 Introduction to Internet 1:00 – 3:00, Room IRC | 19 Beginner PowerPoint 2:00 – 4:00, Room C&D | 20 Cover Letter 10:30 – 12:00, Room IRC | 21 Intermediate PowerPoint 2:00 – 4:00, Room IRC Setting Up Your Business 10:30 – 12:30, Room C&D | 22 Presenting with PowerPoint 2:00 – 4:00, Room IRC |
| | 25 Introduction to Email 1:00 – 3:00, Room IRC | 26 NO CLASS | 27 Job Search Strategies 10:30 – 12:00, Room IRC | 28 NO CLASS | 29 NO CLASS |

Workshop Descriptions

BUILDING RESUMES

In this workshop you will learn what resume reviewers look for, how to select the best resume format, how to avoid common resume mistakes, how to properly type and format your resume in Microsoft Word, and how to send your resume to potential employers.

WRITING COVER LETTERS

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

INTRO TO INTERNET

After this workshop, you will have the skills to start navigating the Internet. Topics include computer terminology, using a browser, search techniques, the basic structure of a website, and Internet safety.

INTRO TO EMAIL

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

IDENTIFYING YOUR JOB SKILLS

In this workshop you will learn how to define and categorize job skills, identify your own job skills, understand the difference between job skills and job duties, market your job skills, and become aware of the most sought-after job skills.

BEGINNERS POWERPOINT

Create awesome presentations and slideshows with PowerPoint 2010.

INTERMEDIATE POWERPOINT

Take your PowerPoint presentations to the next level! Topics covered will include creating transitions, emphasizing your information with animations, inserting charts, and inserting multimedia. Basic computer skills and knowledge of PowerPoint are required.

BEGINNERS EXCEL

Improve your productivity with Microsoft Excel. Learn what a spreadsheet is and how to navigate it, create workbooks, enter and edit data, and create charts and graphs. Basic computer skills required.

INTERMEDIATE EXCEL

Improve your productivity with Microsoft Excel. Learn what a spreadsheet is and how to navigate it, create workbooks, enter and edit data, create charts and graphs, create and manipulate tables, and use formulas and functions. Basic computer skills are required.

ADVANCED EXCEL

Be an Excel ninja! Topics will include pivot tables, forms, and macros. Basic computer skills and knowledge of Excel are required.

BEGINNER'S WORD

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

INTERMEDIATE WORD

Build upon your basic knowledge of Microsoft Word in this intermediate workshop. Learn how to format your Word document, insert tables and charts, format bibliographies, and insert headers and footers. Basic computer skills and knowledge of MS Word are required.

SETTING UP YOUR BUSINESS

In this workshop, you will learn how to choose and create a legal structure for your business, what you need to know about money before you begin, and options for how to fund your new business.

BASIC BUSINESS PLANNING

Are you tired of being confused about how to write your business plan? Are you stuck on writing it? In the Basic Business Planning course, we will cover what a business plan is, why we need it, the basic structure of a business plan along with some of the various formats, and how/where you can research and start building your plan right away.

CHOOSING ENTREPRENEURSHIP

This class will help entrepreneurs develop on the diverse paths of business ownership provides an overview of the dynamic world of entrepreneurship, helps participants assess their skills and aptitudes, allows participants to explore the right type of business for them dependent on skills, aptitudes and interests, and charts a path to success.