

with a new career path and resources for exploring new careers.

Creating Effective Resumes

***Tuesday, September 28, October 19 and November 16
at 9:30am***

Your first communication with a potential employer will most likely be your resume. Learn simple techniques to organize your work history, highlight your experience, and write a dynamic cover letter to catch an employer's attention. We will also cover resume formatting templates and introduce you to online resume building tools to help you get started.

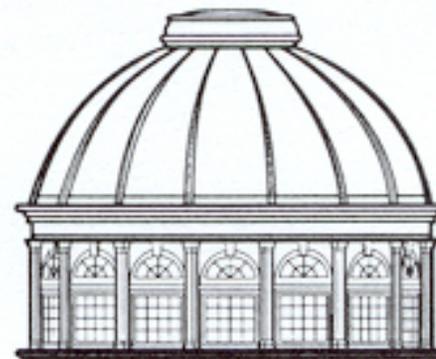
Learning Winning Interview Skills

***Wednesday, September 29, Thursday, October 21 and
November 18 at 9:30am***

Today's hiring professionals are on the lookout for top skills when it comes to hiring new talent. This class will cover important topics such as basic interview prep, conversation techniques, as well as common interview etiquette that will help you stand out from the competition.

Registration for these events is taken in person at the Reference Desk at Adriance Memorial Library during regular business hours, by calling (845) 485-3445 x 3303, or by e-mailing to pccregistration@poklib.org.

The Library District's Public Computing Center (PCC) activities are funded by the New York State Library, a unit of the Office of Cultural Education within the New York State Education Department (NYSED), which has been awarded a \$9.5 million grant from the U.S. Department of Commerce National Telecommunications and Information Administration (NTIA) to expand computer access in public libraries across New York State. The funding is being provided through the American Reinvestment and Recovery Act (ARRA) Broadband Technology Opportunities Program (BTOP).



Poughkeepsie Public Library District

Public Computer Center Class Catalog

Fall 2010

(September 16 – December 23)



BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES

Public Computer Center Classes

Fall 2010

Career Exploration & Testing Tools

Tuesday, October 12 at 7:00 pm

Juniors and seniors in high school and their parents are invited to attend this informational session to learn about the free testing resources that are available to help them achieve their educational and career goals.

Computer Lab@Your Library

Mondays 9:30am – 11:30am

Tuesdays 1:00pm – 3:00pm;

7:00pm – 9:00pm (by appointment only)

Wednesdays 3:30pm – 5:30pm

Thursdays 7:00pm – 9:00pm

Fridays 9:30am – 11:30am

Saturdays 9:30am – 11:30 am

(on October 9 & 23, November 6 & 20, December 11 only)

Receive one-on-one help using the computers and searching the internet. Specific tasks staff can help with include: searching the web and the library's online databases, creating email accounts, performing job searches, filling out job applications, formatting resumes, and filing for unemployment. Each lab is limited to 8 attendees. Registration is encouraged but not required.

Learn Microsoft Office@Your Library

Microsoft Word 101

**Thursday, September 16, October 14, November 4, and
December 9 at 3:30pm**

Learn the basics of using Microsoft Word, the popular word processing program. This class will cover how to use some of the basic tools, toolbars and ribbon to create, edit and format simple documents.

Microsoft Excel 101

**Thursday, September 23, October 21, November 18, and
December 16 at 3:30pm**

Learn how to create a spreadsheet with Microsoft Excel. This class will cover using the basic tools, toolbars and the ribbon to set up and manipulate a basic spreadsheet. Formatting and inserting simple formulas will also be discussed.

Microsoft PowerPoint 101

**Thursday, October 7, October 28, December 2 and
December 23 at 3:30pm**

Learn the basics of using Microsoft PowerPoint 2010 to design beginner level presentations. This class will cover how to use the ribbon and basic tools, and how to navigate the toolbars in order to create slide shows with text, pictures and transitions.

Social Networking Basics

Tuesday, November 9 at 7:00 pm

Learn the about the most popular social networking websites, such as Facebook, Twitter, LinkedIn, and Flickr, and how they can connect you with friends and potential employers

Workshops for Job Seekers@Your Library

Performing Successful Job Searches

**Monday, September 27, October 18, and November 15 at
1:00pm**

No matter where you are in the job search process - your first job, looking for a change, or reaching the end of your unemployment benefits - the library has many resources available that could help you snag the position you are seeking. Learn about the best sites for job listings, as well as self-assessment websites to match your interests and skills