

# Computing Center Offers Free Job, Skills Programs

By Marty Collins

The Public Computing Center (PCC) in Mahopac Library's Computer Lab provides training on Microsoft-based programs, assistance with career search and development, and offers individual computer help. Their goal is to help low-income, unemployed, or underemployed residents and to be a resource for anyone seeking to improve their computer skills.

PCC presently offers three different kinds of programs including "Computer Help," where individuals with a basic understanding of computers work with an instructor on a specific problem. Residents may bring their own laptops or use one of the library's new wide screen computers. "Computer Help" is offered every Monday from 4:15-7:15 pm, and on Thursdays from 1-4 pm, and is an on-going drop-in

program where no appointment or registration is required.

Another program offered by PCC is Computer Based Training (CBT), a self-guided computer course for those with a basic knowledge of computers. Training in Microsoft 2007 programs including Word, Excel, Access, Publisher, PowerPoint and Quickbooks is covered and training hours are on Tuesdays from 10 a.m. until noon and on Thursdays from 4-6 pm. Registration is required for this course and patrons should plan to spend at least one hour per session on CBT. Also, a set of headphones is needed to listen to the tutorials. Enrollees may bring their own or purchase a set at the library.

A third PCC offering is the Career Workshop, a series led by Helen LiMarzi for patrons in job transition, whether unemployed or

underemployed. Topics to be covered include: Making a Job Search Plan, Resume Formats that Work, The Job Search Process, Networking and Branding Yourself, and Social Networking. Extra time is allotted for questions and answers and for networking with your fellow job seekers. This workshop will be held on Fridays from 1-3 pm on December 17 and on January 7, 14, 21 and 28. Registration for Career Workshop is also required and may be completed online at: [www.mahopaclibrary.org](http://www.mahopaclibrary.org), or by calling 845-628-2009 x 100.

The Mahopac Public Library is located at 668 Route 6 in Mahopac, NY. Funding for the Public Computing Center has been provided through the American Reinvestment and Recovery Act (ARRA) and Broadband Technology Opportunities Program (BTOP).