LITERACY PITTSBURGH

BETTER LIVES THROUGH LEARNING

November Computer Classes

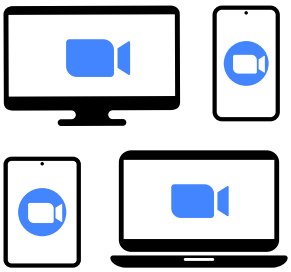
@ Literacy Pittsburgh Downtown
411 Seventh Avenue, 5th Floor, Pittsburgh, PA 15219



Online Safety

After completing this 6-session class, participants will be able to identify and use technologies that support secure logins, create and use strong passwords, identify common Internet dangers such as AI scams and phishing, and identify strategies and best practices for protecting their personal information online. Participants are expected to attend every session.

Tuesdays and Thursdays
1:00 pm - 3:00 pm
Nov. 3, 5, 10, 12, 17, and 19



Intro to Zoom

Understand the basics of the video meeting program Zoom. Learn how to connect and have a meeting through the virtual video conferencing service.

Tuesday, Nov. 3
1:00 pm - 3:00 pm



Open Lab

Open lab is a drop-in time for individual instruction on any basic computer skill. You may get assistance with Northstar Online Learning, Google Applied Digital Skills, Job-Seeking Digital Skills, Signing Up for Online Learning Opportunities, typing club, and more.

Mondays
9:00 am - 12:00 pm

Tuesdays and Thursdays
12:00 pm - 3:00 pm
*No Open Lab on Nov. 26

This project was financed [in part*] by a grant from the U.S. Department of the Treasury, under the administration of the Commonwealth of Pennsylvania, Pennsylvania Broadband Development Authority.

To sign up, email DigitalPGH@literacypittsburgh.org or call/text 412-983-2595.

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November Virtual Computer Classes

Intro to Microsoft Word



Microsoft Word is a word processing program. Gain an overview of Microsoft Word features including how to change font and alignment, adding bullets and numbers to documents, and other common formatting tasks. Learners will take the Northstar assessment and have an opportunity to earn a certificate. This is a 6-session class. Participants are expected to attend every session.

Mondays and Wednesdays
10:00 am - 12:00 pm
Nov. 2, 4, 9, 11, 16, and 18

Using Email



Learn how to use email including creating an e-mail account, identifying spam, keeping yourself safe online, and e-mail etiquette especially for the job market. Identify appropriate e-mail tools and write e-mails to potential employers. Learners can take a Northstar assessment and have the opportunity to earn a certificate. This is a 6-session class. Participants are expected to attend every session.

Mondays and Wednesdays
1:00 pm - 3:00 pm
Nov. 2, 4, 9, 11, 16, and 18

Intermediate Microsoft Excel



This 6-session class is perfect for those who have completed Introduction to Excel. Participants will learn and practice using fundamental Excel features to create and modify a worksheet, calculate using formulas and functions, and use cell references. Participants are expected to attend every session.

Tuesdays and Thursdays
10:00 am - 12:00 pm
Nov. 3, 5, 10, 12, 17, and 19

Email in the Workplace



Practice writing common workplace emails. Instruction includes a review of email basics, email etiquette, and multiple opportunities to draft practice messages for common workplace scenarios including requesting time off, meeting follow-up, and thank you messages. This is a 3-session class, with some work expected outside of class time. Participants are expected to attend every session and upon successful completion will earn a Google Applied Digital Skills Certificate.

Tuesdays; Thursday
1:00 pm - 3:00 pm
Nov. 3, 5, and 10

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LinkedIn® Profile & Network

Create and maintain a professional online presence on LinkedIn's social media platform. Learn how LinkedIn provides a network of professionals to interact with and expand knowledge in their respective professional fields of interest. After creating a LinkedIn profile, students will learn best practices, tools, and strategies for using LinkedIn to build their professional brand.

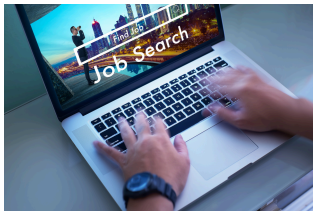
Tuesday, Nov. 3
10:00 am - 12:00 pm

Completing Online Job Applications

Job seekers will gain confidence in filling out online job forms. Learn how to attach your resume and cover letter in various formats as well as learn about required fields.

Tuesday, Nov. 10
10:00 am - 12:00 pm

Job Search with Indeed



Learn how to create an Indeed account and navigate the website to search and apply for jobs. Learn how to filter job searches to find a job that suits you. Additionally, receive guidance to create and upload your resume.

Tuesday, Nov. 17
10:00 am - 12:00 pm

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.

Tuesday, Nov. 24
10:00 am - 12:00

To sign up, email DigitalPGH@literacypittsburgh.org or call/text 412-983-2595.

LITERACY PITTSBURGH

BETTER LIVES THROUGH LEARNING

November Virtual Computer Classes

AI 101: Your First Step to Generative AI



Get started with your artificial intelligence journey! Learn how to recognize common AI tools and uses in technology you use daily. Evaluate AI's strengths and weaknesses, and how to engage with AI tools responsibly. Learn about generative AI risks and how to use it safely. This is a single-session workshop.

Wednesday, Nov. 11
1:00 pm - 3:00 pm

Google Career Certificate Info Session

Google Career Certificates

Google Career Certificates are online, self-paced certification programs that help you gain the skills needed for in demand industries like IT, data analytics, project management, UX design, and more. Courses are beginner-friendly, do not require prior experience, and typically take 3 to 6 months to complete. Attend this information session to learn more about the program and how Literacy Pittsburgh can provide you with a free license to participate.

Tuesday, Nov. 17
1:00 pm - 2:00 pm

Thursday, Nov. 19
1:00 pm - 2:00 pm

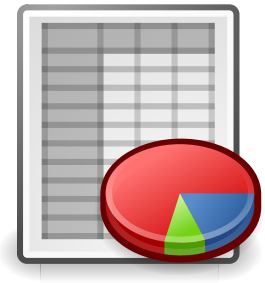
Digital Skills Orientation



Get started with your digital learning journey! In this workshop, you will learn about the different computer classes and services we offer. An instructor will guide you through the process of signing up for classes and give you one-on-one help signing up and completing paperwork. If you are interested in online classes, we will also show you how to use Zoom and how to navigate the Literacy Pittsburgh student portal. This is a single-session workshop.

Monday, Nov. 23
10:00 am - 12:00 pm

Excel Charts



Get started with charts to create visually interesting worksheets! Understand basic chart types and what types of data they best represent. Learn to insert charts, use chart tools, and edit chart data.

Wednesday, Nov. 25
10:00 am - 12:00 pm

To sign up, email DigitalPGH@literacypittsburgh.org or call/text 412-983-2595.

LITERACY PITTSBURGH

BETTER LIVES THROUGH LEARNING

A proud partner of the AmericanJobCenter network

Pennsylvania CareerLink Pittsburgh

November Computer Classes

PA CareerLink® Pittsburgh
914 Penn Avenue, 6th Floor, Pittsburgh, PA 15222

Intro to Windows



Gain an overview of Windows, an operating system used by many companies. Explore settings and navigate Windows to perform essential tasks, like storing files, moving files, and keeping your computer organized. Learners may take a Northstar assessment and have the opportunity to earn a certificate. This is a 6-session class. Participants are expected to attend every session.

Mondays and Wednesdays
10:00 am - 12:00 pm
Nov. 2, 4, 9, 16, 18, and 23
*No class on Nov. 11

Intro to 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. This is a 6-session class. Participants are expected to attend every session.

Tuesdays and Thursdays
9:30 am - 11:30 am
Nov. 3, 5, 10, 12, 17, and 19

Internet 2.0 – Beyond the Basics



Learn to find and check information online. Practice better web searching and evaluate if websites are accurate, up-to-date, and trustworthy. Understand how social media affects the news you see through filter bubbles, echo chambers, and fake news. Learn about online advertising like sponsored content, clickbait, and targeted ads. Build skills to spot ads, judge online content, and make smarter choices on the web and social media. Learn how to change privacy settings if desired. This is a 6-session class. Participants are expected to attend every session.

Tuesdays and Thursdays
1:00 pm - 3:00 pm
Nov. 3, 5, 10, 12, 17, and 19

Open Lab



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Mondays and Wednesdays
1:00 pm - 3:30 pm
*No Open Lab on Nov. 11

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LITERACY PITTSBURGH

BETTER LIVES THROUGH LEARNING

A proud partner of the AmericanJobCenter network

Pennsylvania CareerLink® Pittsburgh

November Computer Classes

PA CareerLink® Allegheny East
300 Penn Center Boulevard, Building 3, Floor #8, Pittsburgh, PA 15235



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. This is a 6-session class. Participants are expected to attend every session.

Mondays and Wednesdays
10:00 am - 12:00 pm
Nov. 2, 4, 9, 16, 18, and 23
*No class on Nov. 11

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LITERACY PITTSBURGH

BETTER LIVES THROUGH LEARNING

November Computer Classes at Partner Sites

Employment Advancement and Retention Network (EARN)
2 Duquesne Plaza, 99 Duquesne Boulevard, Duquesne, PA 15110



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Wednesday, Nov. 25
10:00 am - 12:00 pm

To sign up, email DigitalPGH@literacypittsburgh.org or call/text 412-983-2595.