

Free Computer and Job Readiness Workshops

January 2020 • Workshop descriptions on back

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|--|---|--|
| | | 1 PPL Closed Holiday | 2 | 3 |
| 6 Job Readiness: Job Search 10:00am—12:00pm Computer Help 1:00pm—3:00pm | 7 Job Readiness: Resume 10:00am—12:00pm Google Drive:: 1:00pm—3:00pm | 8 Job Readiness: Interviewing 10:00am—12:00pm PowerPoint Basics 1: 1:00pm—3:00pm | 9 LinkedIn: 10:00am—12:00pm PowerPoint Basics 2: 1:00pm—3:00pm | 10 |
| 13 Computer Basics 1: Intro 10:00am—12:00pm *Excel Basics 1: 1:00pm—3:00pm | 14 Computer Basics 2: Keyboarding 10:00am—12:00pm *Excel Basics 2: 1:00pm—3:00pm | 15 Computer Basics 3: Internet 10:00am—12:00pm *Excel Basics 3: 1:00pm—3:00pm | 16 Computer Basics 4: Email 10:00am—12:00pm *Excel Basics 4: 1:00pm—3:00pm | 17 Computer Basics 5: Online Learning 10:00am—12:00pm |
| 20 PPL Closed Holiday | 21 Word Basics 1: 10:00am—12:00pm Job Readiness: Job Search 1:00pm—3:00pm | 22 Word Basics 2: 10:00am—12:00pm Job Readiness: Resume 1:00pm—3:00pm | 23 Word Basics 3: 10:00am—12:00pm Job Readiness: Interviewing 1:00pm—3:00pm | 24 Word Basics 4: 10:00am—12:00pm |
| 27 Customer Service 1: 10:00am—12:00pm Computer Basics 1: Intro 1:00pm—3:00pm | 28 Customer Service 2: 10:00am—12:00pm Computer Basics 2: Keyboarding 1:00pm—3:00pm | 29 Customer Service 3: 10:00am—12:00pm Computer Basics 3: Internet 1:00pm—3:00pm | 30 Android Phone: 10:00am—12:00pm Computer Basics 4: Email 1:00pm—3:00pm | 31 Computer Basics 5: Online Learning 1:00pm—3:00pm |

Workshops are held at the PPL Career Center:
 1021 E Franklin Avenue in Minneapolis. MTC Buses: #2, #9, and #14.

*Must have strong computer skills to attend this workshop.
 Attend four workshops and earn a FREE gas or bus card! Ask us how!

January 2020 • Workshop descriptions

Android Phone: Bring your Android phone and learn about settings, phone security, how to use the app store as well as helpful apps that are free!

Computer Basics 1 Intro: Learn basic terms and software functions and how to use the mouse and save documents. Skilled Trainers will give you plenty of hands-on practice opportunities.

Computer Basics 2 Keyboarding: Explore the keyboard and learn special key functions and shortcuts. Practice correcting typing mistakes and entering text into online forms. Access Mavis Beacon and online typing practice.

Computer Basics 3 Internet: Learn to navigate web pages and search for information. You'll learn everything from what the World Wide Web is and how to search for jobs, to using Google Maps to find directions by car or bus.

Computer Basics 4 E-mail: Learn how to organize your account, send professional email messages and attach documents such as your resume and cover letter to send to future employers.

Computer Basics 5 Online Learning: Review all that you've learned in Computer Basics 1 – 4, spending time asking questions and practicing as well as demonstrating your skills by taking the **Computer Certification!**

Computer Certification: Assess your computer proficiency by taking the Northstar Digital Literacy Online Assessment. Pass at 85% and earn a certificate! Show your future employer you have the computer skills they're looking for! Assessments include: Windows, Word, PPT, WWW, Email, Excel and Info Literacy.

Computer Help: Receive individualized help with any of your computer skills questions. Practice typing using Mavis Beacon, access online activities to increase your computer skills or even take the **Computer Certification!**

Customer Service Series: Customer service skills are important for every job. Excellent customer service turns into positive word-of-mouth! In this three-part series, learn how to assess and meet customer needs, prepare for gaining customer commitment and the importance of common employability skills.

Excel Basics Series: In this four-part series, you'll learn the basics of how to set up a spreadsheet, use basic formulas, format cells, and sort and filter data. You'll learn quick tips and shortcuts and even some advanced operations. Guided activities will help you practice your new skills. You'll also demonstrate your mastery of Excel by taking the **Computer Certification!**

Google Drive: Learn how to easily create, share and edit documents online in this intermediate level workshop.

Job Readiness Series: Taught by an experienced Employment Specialist, in this three-part series you'll learn how to make the most of your job search, develop a strong resume and nail that job interview .

LinkedIn - Learn how to maintain your professional identity with this online networking tool.

PowerPoint Basics 1 & 2: Learn to create professional presentations for employment or education opportunities in this intermediate level workshop. Demonstrate your mastery of PPT by taking the **Computer Certification!**

Word Basics Series: In this four-part series, you'll learn the basics of Microsoft Word, such as how to navigate the toolbar, use formatting tools, change the layout and save and print files. You'll learn quick tips and shortcuts such as the clipboard and spell check. Guided activities will help you practice your new skills. You'll also demonstrate your mastery of Word by taking the **Computer Certification!**

Reserve your spot now!
Call 612.455.5300 or
stop by the PPL Career Center
to sign up for workshops!

Please arrive at least 15 minutes
before your first workshop to
complete our one-time PPL
application.