LITERACY PITTSBURGH

BETTER LIVES THROUGH LEARNING

December Computer Classes

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

Computer Basics



Total beginners will gain confidence in using a computer for everyday tasks. This class focuses on basic mouse and typing skills, identifying places to store and save files, and troubleshooting basic computer issues. Learners may take a Northstar digital literacy assessment and have an opportunity to earn a certificate. This is a 6-session class. Participants are expected to attend every session.

Tuesdays and Thursdays
1:00 pm - 3:00 pm
Dec. 1, 3, 8, 10, 15, and 17

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.

Wednesday, Dec. 2
12:00 pm - 1:00 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
*No Open Lab on Dec. 21 and 28

Tuesdays and Thursdays
12:00 pm - 3:00 pm
*No Open Lab on Dec. 22, 24, 29, and 31

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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December Virtual Computer Classes

Avoiding Frauds and Scams



This interactive workshop teaches you to spot the psychological tricks scammers use, like urgency, fake authority, and secrecy, and recognize common scams involving texts, calls, email, romance, jobs, and prizes. You'll learn methods for protecting yourself. The workshop will also cover practical steps to take if you've already fallen for a scam. Leave with confidence, real-world tips, and a handout of resources to keep you and your loved ones safe.

Wednesday, Dec. 2
10:00 am - 12:00 pm

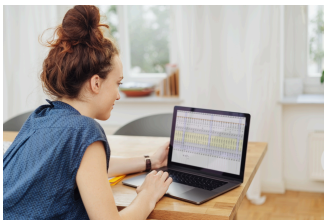
Intro to Google Sheets



Learn the basics of Google Sheets, a spreadsheet program. Skills covered include entering data, basic formatting, sorting, and simple functions and formulas. This is a 5-session class. Participants are expected to attend every session.

Mondays and Wednesdays
10:00 am - 12:00 pm
Dec. 2, 7, 9, 14, and 16

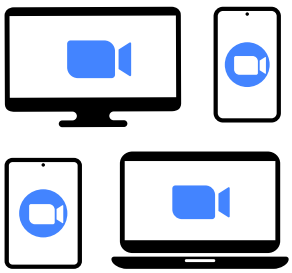
Intro to Microsoft Excel



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 5-session class. Participants are expected to attend every session.

Mondays and Wednesdays
1:00 pm - 3:00 pm
Dec. 2, 7, 9, 14, and 16

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.

Thursday, Dec. 3
2:00 pm - 4:00 pm

Thursday, Dec. 10
2:00 pm - 4:00 pm

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December Virtual Computer Classes



Google for Beginners: Gmail

Get an overview of Gmail and create a Gmail account. Learn how to check your email, send an email, reply or forward an email. Understand the folders in Gmail including Inbox, Sent Items, Spam, Trash, etc. Identify the basic parts of an email including To, From, CC, BCC, Subject, and Body.

Thursday, Dec. 3
10:00 am - 12:00 pm



Google for Beginners: Google Drive

Learn the basics of Google Drive. Identify what items can be included in a Google Drive, create and manage folders in Drive, and collaborate with others by sharing files and folders with others and changing permissions in Drive. Sign up for a Gmail account during this workshop (if needed).

Tuesday, Dec. 8
10:00 am - 12:00 pm



Google for Beginners: Google Calendar

Very beginners will learn how to navigate the Google Calendar. Participants will create a Gmail account (if needed), gain an overview of the calendar viewing options and settings menus, and learn how to create a new meeting, invite people to meetings, and delete a meeting.

Thursday, Dec. 10
10:00 am - 12:00 pm



Google for Beginners: Google Maps

Learn the basics of using Google Maps for directions, researching restaurants/locations, planning public transportation, and more.

Thursday, Dec. 17
10:00 am - 12:00 pm

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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, Wednesdays, and Thursdays
10:00 am - 12:00 pm
Dec. 8, 9, 10, 15, 16, and 17

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.

Monday, Dec. 7
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.

Monday, Dec. 14
10:00 am - 12:00 pm

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.

Monday, Dec. 14
1:00 pm - 3:00 pm

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Digital Skills Orientation



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Tuesday, Dec. 8
2:00 pm - 4:00 pm

Tuesday, Dec. 15
10:00 am - 12:00 pm

Outlook Email and Calendar



Participants will create an Outlook email account, and learn how to receive and send messages, manage their inbox, and customize their settings. Students also will explore the Outlook calendar and learn how to create and organize appointments and events.

Monday, Dec. 14
9:30 am - 11:30 am

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, Dec. 15
1:00 pm - 2:00 pm

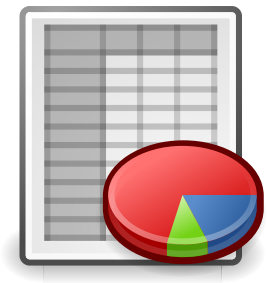
Thursday, Dec. 17
10:00 am - 11:00 am

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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, Dec. 16
9:30 am - 11:30 am



Intro to Gmail

Get an overview of Gmail and create a Gmail account. Learn how to check your email, send an email, reply or forward an email. Understand the folders in Gmail including Inbox, Sent Items, Spam, Trash, etc. Identify the basic parts of an email including To, From, CC, BCC, Subject, and Body.

Thursday, Dec. 17
10:00 am - 12:00 pm



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.

Thursday, Dec. 17
2:00 pm - 4:00 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

December Computer Classes

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

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 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 and Thursdays
9:30 am - 11:30 am
Dec. 1, 3, and 8

Open Lab



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Mondays and Wednesdays
1:00 pm - 3:30 pm
*No Open Lab on Dec. 23 and 30

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

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 5-session class. Participants are expected to attend every session.

Mondays and Wednesdays
10:00 am - 12:00 pm
Dec. 2, 7, 9, 14, and 16

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

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December 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, Dec. 16
1:00 pm - 3:00 pm

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