LITERACY PITTSBURGH

BETTER LIVES THROUGH LEARNING

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

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.
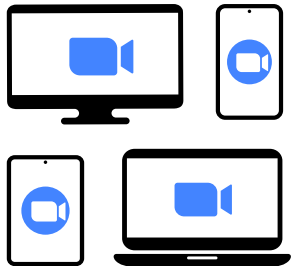
Monday, Feb. 2
1:00 pm - 3:00 pm

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, Feb. 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

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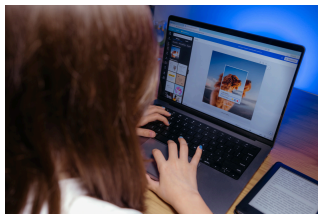
February Virtual Computer Classes

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

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

Canva for Job Seekers

Learn the basics of using the design platform Canva in this beginner-friendly course. In this two-session workshop, students will learn how to set up a Canva account and navigate and use the website. They will discover templates and create materials to aid in job searching, including resumes, cover letters, business cards, LinkedIn® banners, and more. Participants are expected to attend both sessions.

Tuesday and Thursday
1:00 pm - 3:00 pm
Feb. 24 and 26

Google Career Certificate Info Session

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. This is a single-session workshop.
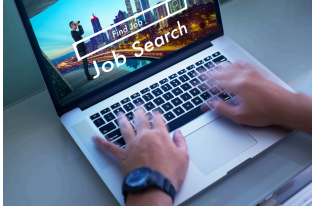
Google
Career
Certificates

Tuesday, Feb. 17
10:00 am - 11:00 am

Thursday, Feb. 26
5:00 pm - 6:00 pm

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

February Virtual Computer Classes

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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, Feb. 3
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.

Thursday, Feb. 5
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.

Tuesday, Feb. 10
10:00 am - 11:00 am

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.

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

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

February Computer Classes

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

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
Feb. 2, 4, 9, 11, 16, and 18

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 and Wednesdays
1:00 pm - 3:30 pm
* No Open Lab on Feb. 16 and 18

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

February Computer Classes

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

Internet Basics

Master the basics of using the internet. This includes bookmarking, navigating web pages, and internet safety. Gain insight into using keyboard shortcuts and search terms to make searching online for employment and information easier. Critically assess websites to find the best information. Learners may take a NorthStar digital literacy assessment and have an opportunity to earn a certificate. This is a 7-session class. Participants are expected to attend every session.

Mondays and Wednesdays
10:00 am - 12:00 pm
Feb. 2, 4, 9, 11, 18, 23, and 25
* No class on Feb. 16

Intro to Windows 11

Gain an overview of Windows 11, an operating system used by many companies. Explore settings and navigate Windows 11 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
1:00 pm - 3:00 pm
Feb. 2, 4, 9, 11, 18, and 23
* No class on Feb. 16

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February Computer Classes

CCAC Homewood-Brushton Center
701 N. Homewood Avenue, Pittsburgh, PA 15208

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 trouble-shooting 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
9:00 am - 11:00 am
Feb. 3, 5, 10, 12, 17, and 19

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.

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

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