



**BETTER
LIVES
THROUGH
LEARNING**

September Computer Classes

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

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 pm - 12:00 pm
Sept. 1, 3, 8, 10, 15, and 17**

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 an 8-session class. Participants are expected to attend every session.

**Tuesdays and Thursdays
10:00 am - 12:00 pm
Sept. 1, 3, 8, 10, 15, 17,
22, and 24**

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

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

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 Sept. 7
and 28**

**Tuesdays and Thursdays
12:00 pm - 3:00 pm
*No Open Lab on Sept. 29**

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.



**BETTER
LIVES
THROUGH
LEARNING**

September Virtual Computer Classes

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.

**Tuesdays and Thursdays
1:30 pm - 3:30 pm
Sept. 8, 10, 15, 17, 22, and 24**

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.

**Thursday, Sept. 3
10:00 am - 11:00 am**

**Wednesday, Sept. 16
10:00 am - 11:00 am**

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

**Mondays and Wednesdays
10:00 am - 12:00 pm
Sept. 9, 14, 16, 21, and 23**

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



**BETTER
LIVES
THROUGH
LEARNING**

September 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, Sept. 9
1:00 pm - 3:00 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.

Wednesday, Sept. 16
1:00 pm - 3:00 pm

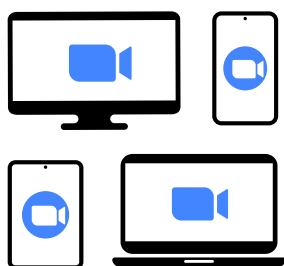
Tuesday, Sept. 22
2:00 pm - 4:00 pm

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. This is a single-session workshop.

Tuesday, Sept. 22
10:00 am - 12:00 pm

Thursday, Sept. 24
1:00 pm - 3:00 pm



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

September Computer Classes

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

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
Sept. 8, 10, 15, 17, 22, and 29
*No class on Sept. 24

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 Sept. 7, 28,
and 30

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

September Computer Classes

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

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.

Wednesday, Sept. 2
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.

Wednesday, Sept. 9
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, Sept. 14
9:00 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.

Monday, Sept. 21
9:00 am - 11:00 am

September Partner Sites

Penn Hills Library
1037 Stotler Road, Pittsburgh, PA 15235

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.

Wednesdays
Sept. 2 and 9
1:00 pm - 3:00 pm

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

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.

Wednesday, Sept. 23
10:00 am - 12:00 pm