

LET'S GET ORGANIZED

(Google Calendar, Gmail and Google Tasks)

Do you want to get organized and feel like you can easily handle all the events of your day? Of course you do and google can help! In this course you will learn how to use Google Calendar, Gmail and Google Task like a pro. By using the variety of elements available in the Google Suite you can become highly organized and efficient; a necessity in any work environment. So dive in, and gain the skills that will set you apart from the rest! **4 week course**

Evening Classes: 10/3, 10/17, 10/24, 10/31 | 6-7pm

Day Classes: 10/4, 10/11, 10/18, 10/25 | 12-1pm

GOOGLE IT!

Searching & Applying for Jobs Online

This course will demonstrate best practices of searching for and applying to jobs online. A sample job board will be used to demonstrate how job seekers can find relevant job openings in their target industry, geography and level of experience; how to create saved searches to get automatic email updates of new jobs, how to read and understand a job description, and how to apply to jobs online.

Wednesday | 10/19 & 11/9 | 4-5pm

BAKING A RESUME FROM SCRATCH!

This workshop is ideal for participants who do not currently have a resume. Learn the basics of what makes a strong, compelling resume. Topics covered include: Format, Resume Length, Descriptions vs. Bullet Points, Font Styles, Spelling & Grammar, Action Words, and Keywords. It's the first step in the right direction! **Tuesday | 10/4 & 11/1 | 11-12pm**

OPTIMIZING YOUR RESUME FOR SUCCESS:

This workshop is intended for participants who already have a basic resume but wish to update and optimize it for success. Topics include: How to craft a strong professional summary, optimizing keywords for increased searchability by recruiters, how to emphasize achievements over tasks and how to format and design the document for visual impact and readability. To make the best use of this workshop, **please bring an electronic or hard copy of your resume.** **Thursday | 10/6 & 11/3 | 11-12pm**



IN THE DRIVER'S SEAT

(Google Drive: Docs, Sheets, Presentation, Forms)

Google Drive is a free tool that is provided by Google that allows the user to create, share, edit, revise, and store all kinds of documents. This course is designed to teach you the basics of Google Drive and how it is commonly used in office settings. This course will walk you through account setup, basic document creation, tools, and everything else you need to get started on Drive. **4 week course**

Evening Classes: 10/4, 10/11, 10/18, 10/25 | 6-7pm

Day Classes: 10/6, 10/13, 10/20, 10/27 | 12-1pm

WHAT'S IN A PICTURE? (Photoshop 101)

Adobe Photoshop is the premiere image manipulation tool for print design, Web design, and photography. You can learn to tame this creative powerhouse of a program in this Photoshop course. Working with a design pro, you'll learn the best techniques for common Photoshop jobs including selecting and isolating objects, creating image composites, masking and vignetting images, and improving images with retouching and effects.

Wednesday | 10/12 & 11/2 | 12-1pm



THINK BEFORE YOU LINK:

Strategies for Creating & Effectively using a LinkedIn Profile

Level 1: This course is intended for participants who do NOT have a LinkedIn profile. You will have an opportunity to create a Basic (free) LinkedIn account.. To make the best use of this workshop, participants should have access to an email account (setting up a LinkedIn account requires validation through your email). **Wednesday | 10/19 | 6-7pm**

Level 2: This course is intended for participants who have at least a basic LinkedIn profile, but are interested in optimizing their LinkedIn profile and building their social network. Topics covered: optimizing Headline and Summary, sending/soliciting Recommendations, and inviting Connections to your Network. To make the best use of this workshop, please have access to your username and password so that you can easily access your LinkedIn profile in our computer lab. **Wednesday | 11/9 | 6-7pm**

RUN FOR OFFICE

These courses are designed to teach business professionals how to effectively utilize Microsoft Office in the workplace. **Focus on one or come for all!** These 4 week courses include:

W THE GOOD WORD: This course is specifically designed to help adult learners develop word processing skills for the workplace. Word is a powerful tool that allows you to create professional-looking content; whether you're an established professional or new to the field.

Level 1: Formatting, Saving, Sharing, etc
10/6, 10/13, 10/20, 10/27 | 5:30-6:30pm

Level 2: Layouts, tables, graphics, etc.
10/3, 10/17, 10/24, 10/31 | 12-1pm

X EXCEL IN ALL THINGS: Learn to create detailed worksheets, invoices, charts, etc. to achieve professional results in a fraction of the time. Learning Excel is an investment in your professional life that is truly priceless!

Level 1: Data Entry, Formulas, Functions, etc.
11/7, 11/14, 11/21, 11/28 | 5:30-6:30pm

Level 2: Advanced Functions, Charts, Tables, etc.
11/7, 11/14, 11/21, 11/28 | 12-1pm

P POWER POINT IN THE RIGHT DIRECTION:

In this course you'll learn how to use PowerPoint to create professional-quality slide presentations that grab and hold your audience's attention from start to finish.

Level 1: Create a slide, adding content, etc.
11/1, 11/15, 11/22, 11/29 | 5:30-6:30pm

Level 2: Transitions, Multimedia, Charts, etc.
11/1, 11/15, 11/22, 11/29 | 12-1pm



ALL OFFERINGS REQUIRE REGISTRATION | [CLICK HERE TO SIGN UP](#) | ENROLL TODAY - SPACE IS LIMITED



WANT TO START A CAREER IN TECHNOLOGY? Meet with a Career Navigator.
 Contact Vanessa Aird to schedule | 914-422-8200 | vaird@whiteplainsny.gov

CAREER EXPLORATION WORKSHOPS: COMING SOON!
 Click [HERE](#) and join our mailing list to receive more information.