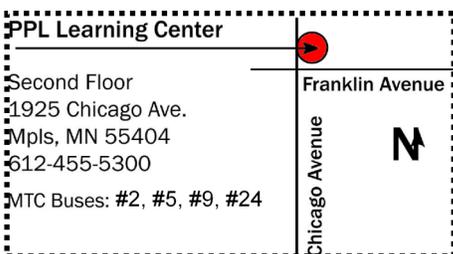




Computer and Professional Development Workshops

All classes are FREE and held at the PPL Learning Center. The Computer Access Lab is open M-F, 8:30am—4:00pm.

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 ♦ Computer Basics 1: Intro 10:00am—12:00pm MNSure 1:00pm—3:00pm	6 Computer Basics 2: MS Word 10:00am—12:00pm	7 Computer Basic 3: Internet 10:00am—12:00pm	8 Computer Basics 4: Email 10:00am—12:00pm	9 Computer Basics 5: Online Learning 10:00am—12:00pm Computer Basics 6: Certification 1:00pm—3:00pm
12 ♦ Online Learning 1:00pm —2:00pm Finding a Job Online 1:00pm—3:00pm Typing Lab 2:00pm —3:00pm	13 Exceptional Resumes 1:00pm—3:00pm	14 College Exploration 10:00am—12:00pm Interviewing with Confidence 1:00pm— 3:00pm	15 Computer Certification: 1:00pm—3:00pm	16
19 ♦ MNSure 1:00pm—3:00pm Computer Basics 1: Intro 1:00pm—3:00pm	20 Computer Basics 2: MS Word 1:00pm—3:00pm	21 LinkedIn 10:00am—12:00pm Computer Basic 3: Internet 1:00pm—3:00pm	22 Computer Basics 4: Email 1:00pm—3:00pm	23 Computer Basics 5: Online Learning 10:00am—12:00pm Computer Basics 6: Certification 1:00pm—3:00pm
26 ♦ PPL Closed Memorial Day!	27 *PowerPoint Basics 10:00am—12:00pm *Excel 1 Beginner: 1:00pm—3:00pm	28 *Google Drive 10:00am—12:00pm *Excel 2: Intermediate 1:00pm—3:00pm	29 *Excel 3: Advanced 1:00pm—3:00pm	30 Online Learning: 1:00pm —2:00pm Typing Lab: 2:00pm —3:00pm



- * Must complete Computer Basics series to attend this workshop
- ♦ Information Session
9-10 a.m. every Monday

Ask us how you can earn a
FREE gas or bus card for
 attending **FOUR** workshops!

PPL's Learning Center offers free workshops to help improve your skills. Call 612-455-5300 or stop by to sign-up and reserve a spot in class. Here are the workshops offered:

- ◆ **College Exploration:** Learn to identify and develop your educational goals as well as find out about different types of financial aid available for school and how to apply for aid.
- ◆ **Computer Basics 1: Intro** Learn basic terms and software functions as well as how to use the mouse and save documents. Skilled Trainers will give you plenty of hands-on practice opportunities.
- ◆ **Computer Basics 2: MS Word:** Learn to use Word formatting tools such as bold, center and bullets; save and print files. This class uses a sample resume, helping you become comfortable formatting your own resume.
- ◆ **Computer Basics 3: Internet:** Learn to navigate web pages and search for information. You'll learn what the world wide web is, how to best search for jobs as well as use maps to plan your route.
- ◆ **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 what you've learned during the series using Learner Web. This self-paced online tool will help solidify your new skills in Word, Internet and Email and get you ready to earn your computer proficiency certificate in Computer Basics 6.
- ◆ **Computer Basics 6: Certification:** Now that you've completed the Computer Basics 1—5 series, you're ready to assess your computer proficiency by taking the Northstar Digital Literacy Online Assessment. Pass at 85% and earn a certificate. Land a virtual backpack badge. Show your future employer you have the computer skills they're looking for!
- ◆ **Computer Certification:** Assess your computer proficiency by taking the Northstar Digital Literacy Online Assessment. Pass at 85% , earn a certificate and land a virtual backpack badge.
- ◆ **Excel 1: Basics:** Learn the basics of how to set up personal budgets, create spreadsheets for business and use basic formulas.
- ◆ **Excel 2: Intermediate:** Now that you've got the basics, take your Excel skills to the next level in this intermediate level class. You'll learn how to format cells, sort and filter data and much more!
- ◆ **Excel 3: Advanced:** This class finishes the series with several useful techniques such as creating pivot tables, conditional formatting with formulas, removing duplicate data, creating sparklines and drop-down lists, plotting multiple data series on a single graph/chart and doing a monthly budget/spending plan. Lots of great info and we will walk you through it!
- ◆ **Exceptional Resumes :** Don't depend on others to put your resume together. In this workshop, learn how to create your own powerful resume and cover letter. You'll leave this workshop with a 1:1 appointment with an employment coach.
- ◆ **Finding a Job Online:** A must for any job seeker! Learn about the job search process and how to utilize the internet to your advantage when applying for jobs. Receive your own flash drive after completing this workshop!
- ◆ **Google Drive:** Learn how you to easily create, share and edit documents online in this intermediate level workshop.
- ◆ **Interviewing With Confidence:** Do you want to nail that next job interview? In this workshop you'll learn all the best practices to successfully prepare for a job interview. After class schedule your own mock interview.
- ◆ **LinkedIn: Business Orientated Social Networking!** Learn how to maintain your professional identity with this online networking tool. We will walk your through setting up your account and more! Come picture ready so that we may take professional headshots for your profile picture. You must have a current resume to attend this workshop!
- ◆ **Online Learning:** Want to increase your computer skills, watch videos online and work at your own pace? This open lab uses an online tool called Learner Web to teach Word, Internet and Email and will help prepare you to earn your computer proficiency certificate in Computer Basics 6.
- ◆ **MNSure:** Don't have health insurance? Enroll today! Attend this workshop to determine your eligibility and receive enrollment assistance.
- ◆ **PowerPoint Basics:** Learn to create professional presentations for employment or education opportunities in this intermediate level workshop.
- ◆ **Typing Lab:** Improve your typing speed using our Mavis Beacon software. This program helps you learn the home row keys as well as work your way up to 40 wpm.