free Computer Classes

presented by the

Pratt Center for Technology Training

January & February 2026

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To sign up for classes, visit **prattlibrary.org/computerclasses**. Click the class name, select desired date(s), click Register, complete the personal information page, then click the Register button. Additional information will be provided upon receipt of registration. An email account is required to register for online/virtual classes. All class times are in Eastern Time.

For questions or assistance, call customer service at **443-984-4944**, or send an email to **computer.class@prattlibrary.org**.

Digital Navigator Program

Digital Navigators
Digital Navigators are tech experts in their community, skilled at providing basic digital literacy skills and classes. They play a pivotal role in guiding and assisting community members throughout their digital literacy learning journey.

Book a One-on-One Appointment
Individual appointments with Pratt Digital Navigators are available at select Pratt locations. To view the schedule and make an appointment, scan the QR code below or visit **prattlibrary.org/digital-navigators.**

CENTRAL LIBRARY | 400 Cathedral St.

SeniorTec – B *5 session class. Instructor: Jason Harris*
ABCs of the PC Workshop Monday, January 5, 10:30 a.m. – 12:30 p.m.
Skill Builders Workshop Wednesday, January 7, 10:30 a.m. – 12:30 p.m.
Introduction to Computers & Windows Monday, January 12, 10:30 a.m. – 12:30 p.m.
Introduction to the Internet Wednesday, January 14, 10:30 a.m. – 12:30 p.m.
Staying Safe Online Wednesday, January 21, 10:30 a.m. – 12:30 p.m.

Google Workspace – I *2 session class. Instructor: Jason Harris*
Gmail & Google Calendar Monday, January 26, 10:30 a.m. – 12:30 p.m.
Introduction to Google Docs Wednesday, January 28, 10:30 a.m. – 12:30 p.m.

Workplace Readiness Series – I *4 session class. Instructor: Jason Harris*
Microsoft Word 2024, Part 1 Monday, February 2, 10:30 a.m. – 12:30 p.m.
Microsoft Word 2024, Part 2 Wednesday, February 4, 10:30 a.m. – 12:30 p.m.
Microsoft Excel 2024, Part 1 Monday, February 9, 10:30 a.m. – 12:30 p.m.
Microsoft Excel 2024, Part 2 Wednesday, February 11, 10:30 a.m. – 12:30 p.m.

Microsoft Excel 2024 Intermediate – I *1 session. Instructor: Jason Harris*
Monday, February 23, 10:30 a.m. – 12:30 p.m.

Making Holiday Cards with Canva – I *1 session. Instructor: Jason Harris*
Wednesday, February 25, 10:30 a.m. – 12:30 p.m.

NORTHWOOD BRANCH | 4420 Loch Raven Blvd.

SeniorTec/Gmail Basics – B *2 session class. Instructor: Brenda Dudley*
Creating Gmail Account, Part 1 Monday, January 5, 10:30 a.m. – 12:30 p.m.
Gmail Operations, Part 2 Monday, January 12, 10:30 a.m. – 12:30 p.m.

SeniorTec & Microsoft Office 2024 – B *5 session class. Instructor: Brenda Dudley*
ABCs of the PC Tuesday, January 6, 10:30 a.m. – 12:30 p.m.
Skill Builders Workshop Tuesday, January 13, 10:30 a.m. – 12:30 p.m.
Introduction to Computers & Windows Tuesday, January 20, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2024, Part 1 Tuesday, January 27, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2024, Part 2 Tuesday, February 3, 10:30 a.m. – 12:30 p.m.

Google Workspace – I *4 session class. Instructor: Brenda Dudley*
Gmail Basics Wednesday, January 7, 10:30 a.m. – 12:30 p.m.
Google Docs Wednesday, January 14, 10:30 a.m. – 12:30 p.m.
Google Sheets Wednesday, January 21, 10:30 a.m. – 12:30 p.m.
Google Slides Wednesday, January 28, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024 Introduction – I *2 session class. Instructor: Brenda Dudley*
Part 1 Monday, January 26, 10:30 a.m. – 12:30 p.m.
Part 2 Monday, February 2, 10:30 a.m. – 12:30 p.m.

B: Beginner   I: Intermediate   A: Advanced

NORTHWOOD BRANCH | 4420 Loch Raven Blvd.

Computer Basics & Microsoft Office 2024 – B *4 session class. Instructor: Brenda Dudley*
ABCs of the PC Wednesday, February 4, 10:30 a.m. – 12:30 p.m.
Introduction to Computers & Windows Wednesday, February 11, 10:30 a.m. – 12:30 p.m.
Microsoft Word 2024, Part 1 Wednesday, February 18, 10:30 a.m. – 12:30 p.m.
Microsoft Word 2024, Part 2 Wednesday, February 25, 10:30 a.m. – 12:30 p.m.

Google Workspace – I *3 session class. Instructor: Brenda Dudley*
Google Docs Tuesday, February 10, 10:30 a.m. – 12:30 p.m.
Google Sheets Tuesday, February 17, 10:30 a.m. – 12:30 p.m.
Google Slides Tuesday, February 24, 10:30 a.m. – 12:30 p.m.

ORLEANS STREET BRANCH | 1303 Orleans St.

Computer Basics & Microsoft Office 2024 – B *6 session class. Instructor: Michael Alloy*
ABCs of the PC Monday, January 5, 10:30 a.m. – 12:30 p.m.
Skill Builders Workshop Wednesday, January 7, 10:30 a.m. – 12:30 p.m.
Introduction to Computers & Windows Monday, January 12, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2024, Part 1 Wednesday, January 14, 10:30 a.m. – 12:30 p.m*
Introduction to Microsoft Word 2024, Part 2 Wednesday, January 21, 10:30 a.m. – 12:30 p.m.
Introduction to the Internet Monday, January 26, 10:30 a.m. – 12:30 p.m.
*No class on Monday, January 19: Martin Luther King, Jr.'s Birthday

Digital Drop-In Clinic – B *1 session. Instructor: Stephen Simcoe*
Monday, January 5, 5:30 p.m. – 7:30 p.m.

Computer Basics – B *2 session class. Instructor: Stephen Simcoe*
ABCs of the PC Tuesday, January 6, 10:30 a.m. – 12:30 p.m.
Skill Builders Workshop Tuesday, January 13, 10:30 a.m. – 12:30 p.m.

Workplace Readiness Series – I *4 session class. Instructor: Jason Harris*
Introduction to Microsoft Word 2024, Part 1 Thursday, January 8, 5:30 p.m. – 7:30 p.m.
Introduction to Microsoft Word 2024, Part 2 Thursday, January 15, 5:30 p.m. – 7:30 p.m.
Introduction to Microsoft Excel 2024, Part 1 Thursday, January 22, 5:30 p.m. – 7:30 p.m.
Introduction to Microsoft Excel 2024, Part 2 Thursday, January 29, 5:30 p.m. – 7:30 p.m.

Computer Basics – B *2 session class. Instructor: Stephen Simcoe*
Introduction to Computers & Windows Monday, January 12, 5:30 p.m. – 7:30 p.m.*
Staying Safe Online Monday, January 26, 5:30 p.m. – 7:30 p.m
*No class on Monday, January 19: Martin Luther King, Jr.'s Birthday

Workplace Readiness Series – I *4 session class. Instructor: Stephen Simcoe*
Introduction to Microsoft Word 2024, Part 1 Tuesday, January 20, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2024, Part 2 Tuesday, January 27, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2024, Part 1 Tuesday, February 3, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2024, Part 2 Tuesday, February 10, 10:30 a.m. – 12:30 p.m.

B: Beginner **I: Intermediate** **A: Advanced**

Digital Drop-In Clinic – B *1 session. Instructor: Michael Alloy*
Wednesday, January 28, 10:30 a.m. – 12:30 p.m.

Workplace Readiness Series – I *6 session class. Instructor: Michael Alloy*
Introduction to Microsoft Word 2024, Part 1 Monday, February 2, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2024, Part 2 Wednesday, February 4, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2024, Part 1 Monday, February 9, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2024, Part 2 Wednesday, February 11, 10:30 a.m. – 12:30 p.m.*
Intro to Microsoft PowerPoint 2024, Part 1 Wednesday, February 18, 10:30 a.m. – 12:30 p.m.
Intro to Microsoft PowerPoint 2024, Part 2 Wednesday, February 23, 10:30 a.m. – 12:30 p.m.
*No class on Monday, February 16: Presidents' Day

Microsoft Word 2024 Introduction – I *2 session class. Instructor: Stephen Simcoe*
Part 1 Monday, February 2, 5:30 p.m. – 7:30 p.m.
Part 2 Monday, February 9, 5:30 p.m. – 7:30 p.m.

Writing an Effective Resume – I *1 session. Instructor: Jason Harris*
Resume Writing Thursday, February 5, 5:30 p.m. – 7:30 p.m.

Making Holiday Cards with Canva – I *1 session. Instructor: Jason Harris*
Thursday, February 12, 5:30 p.m. – 7:30 p.m.

Digital Drop-Clinic – B *1 session. Instructor: Stephen Simcoe*
Tuesday, February 17, 10:30 a.m. – 12:30 p.m.

Writing and Effective Resume – I *1 session. Instructor: Stephen Simcoe*
Monday, February 23, 5:30 p.m. – 7:30 p.m.

Chromebook Basics – B *1 session. Instructor: Stephen Simcoe*
Tuesday, February 24, 10:30 a.m. – 12:30 p.m.

Digital Drop-In Clinic – B *1 session. Instructor: Michael Alloy*
Wednesday, February 25, 10:30 a.m. – 12:30 p.m.

Computer Basics – B *1 session. Instructor: Jason Harris*
ABCs of the PC Thursday, February 26, 5:30 p.m. – 7:30 p.m.

PATTERSON PARK BRANCH | 158 N. Linwood Ave.

Chromebook and Gmail Basics – B *1 session. Instructor: Adrienne Luciano*
Monday, January 5, 5:30 p.m. – 7:30 p.m.

Google Workspace – I *1 session. Instructor: Adrienne Luciano*
Google Drive Tuesday, January 6, 2:00 p.m. – 4:00 p.m.

Writing an Effective Resume – I *1 session. Instructor: Adrienne Luciano*
Wednesday, January 7, 10:30 a.m. – 12:30 p.m.

PATTERSON PARK BRANCH | 158 N. Linwood Ave.

Computer Basics & Microsoft Office 2024 – B *6 class sessions. Instructor: Adrienne Luciano*
ABCs of the PC Tuesday, January 20, 2:00 p.m. – 4:00 p.m.
Skill Builders Workshop Tuesday, January 27, 2:00 p.m. – 4:00 p.m.
Introduction to Computers & Windows Tuesday, February 3, 2:00 p.m. – 4:00 p.m.
Introduction to Microsoft Word 2024, Part 1 Tuesday, February 10, 2:00 p.m. – 4:00 p.m.
Introduction to Microsoft Word 2024, Part 2 Tuesday, February 17, 2:00 p.m. – 4:00 p.m.
Staying Safe Online Tuesday, February 24, 2:00 p.m. – 4:00 p.m.

Computer Basics – B *1 session. Instructor: Adrienne Luciano*
ABCs of the PC Wednesday, January 21, 10:30 a.m. – 12:30 p.m.

Computer Basics – B *2 session class. Instructor: Adrienne Luciano*
ABCs of the PC Monday, January 26, 5:30 p.m. – 7:30 p.m.
Skill Builders Workshop Monday, February 2, 5:30 p.m. – 7:30 p.m.

SeniorTec – B *5 session class. Instructor: Adrienne Luciano*
ABCs of the PC Workshop Wednesday, January 28, 10:30 a.m. – 12:30 p.m.
Skill Builders Workshop Wednesday, February 4, 10:30 a.m. – 12:30 p.m.
Introduction to Computers & Windows Wednesday, February 11, 10:30 a.m. – 12:30 p.m.
Staying Safe Online Wednesday, February 18, 10:30 a.m. – 12:30 p.m.
Gmail Basics Wednesday, February 25, 10:30 a.m. – 12:30 p.m.

Digital Drop-Clinic – B *1 session. Instructor: Adrienne Luciano*
Monday, February 23, 5:30 p.m. – 7:30 p.m.

SOUTHEAST ANCHOR LIBRARY | 3601 Eastern Ave.

Computer Basics & Microsoft Office 2024 for Seniors – B *5 session class. Instructor: Veronica Henry*
ABCs of the PC Monday, January 5, 10:30 a.m. – 12:30 p.m.
Skill Builders Workshop Monday, January 12, 10:30 a.m. – 12:30 p.m.*
Intro to Computers & Windows Monday, January 26, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2024, Part 1 Monday, February 2, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2024, Part 2 Monday, February 9, 10:30 a.m. – 12:30 p.m.
*No class on Monday, January 19: Martin Luther King, Jr.'s Birthday

Cell Phone Basics – B *1 session. Instructor: Billy Vink*
Tuesday, January 6, 5:30 p.m. – 7:30 p.m.

Introduction to Workplace Readiness – I *5 session class. Instructor: Linda Fontaine*
Introduction to Microsoft Word 2024, Part 1 Wednesday, January 7, 5:30 p.m. – 7:30 p.m.
Introduction to Microsoft Word 2024, Part 2 Wednesday, January 14, 5:30 p.m. – 7:30 p.m.
Introduction to Microsoft Excel 2024, Part 1 Wednesday, January 21, 5:30 p.m. – 7:30 p.m.
Introduction to Microsoft Excel 2024, Part 2 Wednesday, January 28, 5:30 p.m. – 7:30 p.m.

Computer Basics – B *1 session. Instructor: Billy Vink*
Staying Safe Online Thursday, January 8, 10:30 a.m. – 12:30 p.m.

SOUTHEAST ANCHOR LIBRARY | 3601 Eastern Ave.

Chromebook Basics – I *2 independent sessions. Instructor: Linda Fontaine*
Monday, January 12, 5:30 – 7:30 p.m.
Wednesday, February 25, 5:30 p.m. – 7:30 p.m.

Google Workspace – I *4 session class. Instructor: Billy Vink*
Google Docs and Drive Tuesday, January 13, 5:30 p.m. – 7:30 p.m.
Google Calendar Tuesday, January 20, 5:30 p.m. – 7:30 p.m.
Google Sheets Tuesday, January 27, 5:30 p.m. – 7:30 p.m.
Google Slides Tuesday, February 3, 5:30 p.m. – 7:30 p.m.

Cell Phone Basics – B *2 independent sessions. Instructor: Billy Vink*
Thursday, January 15, 10:30 a.m. – 12:30 p.m.
Tuesday, February 17, 5:30 p.m. – 7:30 p.m.

Computer Basics & Microsoft Office 2024 – B *3 session class. Instructor: Billy Vink*
Computers and Windows Thursday, January 22, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2024, Part 1 Thursday, January 29, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2024, Part 2 Thursday, February 5, 10:30 a.m. – 12:30 p.m.

Digital Drop-In Clinic – B *3 independent sessions. Instructor: Linda Fontaine*
Monday, January 26, 5:30 p.m. – 7:30 p.m.
Monday, February 9, 5:30 p.m. – 7:30 p.m.
Monday, February 23, 5:30 p.m. – 7:30 p.m.

Writing an Effective Resume – I *2 class sessions. Instructor: Linda Fontaine*
Job Search Wednesday, February 11, 5:30 – 7:30 p.m.
Resume Writing Wednesday, February 18, 5:30 – 7:30 p.m.

Computer Basics – B *1 session. Instructor: Billy Vink*
Staying Safe Online Thursday, February 12, 10:30 a.m. – 12:30 p.m.

Microsoft Excel 2024 Introduction – I *2 class sessions. Instructor: Billy Vink*
Part 1 Thursday, February 19, 10:30 a.m. – 12:30 p.m.
Part 2 Thursday, February 26, 10:30 a.m. – 12:30 p.m.

WAVERLY BRANCH | 400 E. 33rd Street

Computer Basics – B *2 session class. Instructor: Michael Alloy*
ABCs of the PC Tuesday, January 13, 10:30 a.m. – 12:30 p.m.
Keyboarding Tuesday, January 20, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024 Introduction – I *2 session class. Instructor: Michael Alloy*
Introduction to Microsoft Word 2024, Part 1 Tuesday, February 10, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2024, Part 2 Tuesday, February 17, 10:30 a.m. – 12:30 p.m.

Gmail Basics – B *2 session class. Instructor: Veronica Henry*
Gmail Basics Wednesday, January 7, 10:30 a.m. – 12:30 p.m.
Gmail Beyond the Basics Wednesday, January 14, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024 Introduction for Seniors – B *2 session class. Instructor: Veronica Henry*
Part 1 Wednesday, January 21, 10:30 a.m. – 12:30 p.m.
Part 2 Wednesday, January 28, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024 Introduction for Seniors – B *2 sessions class Instructor: Veronica Henry*
Part 1 Wednesday, February 4, 10:30 a.m. – 12:30 p.m.
Part 2 Wednesday, February 11, 10:30 a.m. – 12:30 p.m.

Microsoft Word 2024 Introduction for Seniors – B *2 session class. Instructor: Veronica Henry*
Part 1 Wednesday, February 18, 10:30 a.m. – 12:30 p.m.
Part 2 Wednesday, February 25, 10:30 a.m. – 12:30 p.m.

CLASS DESCRIPTIONS

ABCs of the PC Explore the five primary operations of a computer, the history of the PC, Boot Up/Shutdown process, the motherboard, and more. A mouse and keyboard tutorial are included. *No Prerequisites.*

Chromebook Basics Learn how to set up the Chromebook, connect to the internet, identify desktop elements, access applications, save, identify keyboard functions, sign in/shut down, and more. *New Chromebook users. (Must obtain a gmail account prior to start of class)*

Computer Basics A general overview of computer functionalities as well as definitions for the computer desktop, computer hardware and software. Participants will learn how computers store data, basic mouse functions, resizing and moving windows and how to open and close programs. *No Prerequisites.*

Digital Drop-In Clinic Bring your personal device(s): cell phone, tablet, laptop, etc. Get help navigating or accessing it. *No Prerequisites. (Note: We do not repair broken devices.)*

Email Basics In this beginners' class, students without a gmail account will create one. Basic instructions will be provided for: creating, sending, opening emails, attachments, and more. *(Class may be expanded into several sessions.) No Prerequisites.*

Gmail Basics Create a new email account using Google. Learn to open and send emails with and without attachments and much more. *(Class may be expanded into several sessions.) No Prerequisites.*

Google Calendar Students will use Google calendar to create, edit and share events. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Google Docs Students will use this free web-based word processor to create, edit and store documents. Google Docs is compatible with Microsoft Word. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Google Drive Students will use this cloud-based storage service to store, access, and share files online. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Google Sheets Students will learn to create, share, and edit documents online using Sheets, a free spreadsheet software by Google. Sheets is fully compatible with Microsoft Excel. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Google Slides Students will learn to use this presentation software to create custom presentations for work or personal use. Google Slides is fully compatible with Microsoft PowerPoint. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Google Workspace The integrated productivity apps located within Google: Docs, Calendar, Contacts, Forms, Mail, Sheets, Slides, and Voice. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Introduction to Computer Basics ABC's of the PC Workshop, Computer Basics, Staying Safe Online, Gmail Basics. *No Prerequisites.*

CLASS DESCRIPTIONS

Introduction to Computers & Windows – B
A general overview of basic PC components: computer functionalities and definitions for the computer desktop, computer hardware, software, and more. Participants will learn how to open/close programs, and how computers store data. *No Prerequisites.*

Introduction to Gmail Basics Use Gmail to create an email account; compose, retrieve, and send messages; create a contact list; send attachments and more. (Class may be expanded into several sessions.) *No Prerequisites.*

Introduction to Google Apps Learn about Google Drive, Docs, Sheets and Slides. (A few of the productivity applications standard with every Google account.)
Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.

Introduction to Google Workspace Formerly known as G-Suite, Google Workspace is a cloud-based productivity and collaboration suite that includes a range of tools such as Gmail, Google Drive, Docs, Sheets, Slides, and Meet, and other tools. The suite is designed to make it easier for teams to collaborate remotely by allowing them to access and work on files and documents from any device with an internet connection. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Introduction to Microsoft Excel 2019, Parts 1 & 2 Learn how to select and format cells, create worksheets, and create or remove rows & columns. Learn everyday tasks such as setting up a budget, maintaining an address list, or keeping track of a to-do list. *Prerequisite: ABCs of the PC, Skill Builders' Workshops, and Computer Basics.*

Introduction to Microsoft PowerPoint 2019, Parts 1 & 2 Learn to create custom presentations, insert text, tables, WordArt, ClipArt, pictures, and AutoShapes. Select and apply slide layouts, apply design templates, and add custom animations. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, and Computer Basics.*

Introduction to Microsoft Word 2019, Parts 1 & 2
Part 1 The backstage view, start screen, Word window, ribbon & tabs, font groups, how to select text, how to align text, the Help screen, the clipboard, and more.
Part 2 Save documents, format text, line spacing, margins, the Show/Hide feature, headers & footers, the View feature, switching between open documents, printing, and spell check. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, and Computer Basics.*

Introduction to the Internet
This class covers how the internet works: its uses, definitions, domain names, web browsers, terms, and search engines. Students will learn how to copy sections of a web page and how to save a picture from the internet. *No Prerequisites.*

Introduction to Zoom
Student will learn the basics of Zoom — How to: join, host, and schedule meetings; download the app, and screen share. *No Prerequisites.*

CLASS DESCRIPTIONS

Introduction to Workplace Readiness
This class consists of four of the six classes contained within the Workplace Readiness Series: Introduction to Microsoft Word, Excel, and Powerpoint 2019. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics and/or Introduction to Windows.*

Making Holiday Cards with Canva
Learn how to upload photos from their own phone to the Canva platform. Use a Canva template to make a greeting card or invitation. *Prerequisites- Chromebook Basics or ABCS of the PC.*

Microsoft Excel 2019, Pivot Tables Participants will learn to use Excel Pivot Tables to quickly transform data into an easily readable format. Specific data will be easily highlighted and grouped into rows and columns. *Prerequisites: Introduction to Excel Parts 1 & 2.*

Microsoft Word 2019, Intermediate Participants will learn to organize content using tables and charts. Apply different style formats and ribbon features such as bulleted list, inserting page and section breaks. Participants will also develop professional documents using themes with various background colors and watermarks to make a document authentic, and more.
Prerequisites: Introduction to Word Parts 1 & 2.

My 1st Website In this 2-part class series, students will leverage the skills attained in Google Workspace basics or the Microsoft Workplace Readiness series to create a website using their gmail account and Google Sites. Students will use Sites' layout tools and lab photos to design and publish a sample site.

Skill Builders' Workshop Designed for new computer users. In this class participants will identify the parts of the desktop computer as well as the Systems' Unit, Motherboard, Video Card, Hard Drive, and other computer hardware. Microsoft Word 2019 exercises will be used to practice mouse and keyboarding skills. *No Prerequisites.*

Smartphone Photography Basics Students will learn traditional photography skills using their cellular phone (iPhone or Android) to take photos. Smartphone camera settings and editing tools will be used to polish images. *Prerequisites: Must have a cellphone with a camera.*

Staying Safe Online Online safety shopping tips, common internet threats and solutions, how to recognize domain names, identify secure websites, and steps to select and update virus protection software. *No Prerequisites.*

Workplace Readiness Workshop
Introduction to Microsoft Word, Parts 1 & 2; Introduction to Microsoft Excel, Parts 1 & 2; Introduction to Microsoft PowerPoint, Parts 1 & 2. *Prerequisites: ABCs of the PC, Skill Builders' Workshops, Computer Basics And/or Introduction to Windows.*

Writing an Effective Resume
Attendees will use a Word, or Google Docs template to create a professional-looking resume, select the appropriate format, (Chronological, Functional, or Hybrid) and examine the pros and cons of each type. Students will learn to increase the effectiveness of their resume by including the correct words to use to comply with filtering software. *Prerequisites: Introduction to Word 2019, Parts 1 & 2.*

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