

Job Skill Computer Classes for Women

2021 Course Listing

All class participants will be required to submit demographic information prior to the start of class. This information is needed to comply with ONYA Grant requirements and will not be shared. Classes are subject to cancellation if attendance falls below required class size. Attendees must be women 18+ who reside in Ontario County to participate. These classes are made possible by a grant from the Ontario Yates Funding for Women and Girls and partnership with Ontario County Workforce Development.

Intro to SkillUp America

Instructor: Amanda Bollinger

*Wednesday, Mar 24 10:00am-11:00am**

*Wednesday, April 7 10:00am-11:00am**

Intro to SkillUp America will show you how to use online job training on a broad array of topics. Metrix Learning provides the unemployed and underemployed with the most up-to-date and comprehensive training resources across a wide variety of subjects. You can choose from 26 industry-recognized certification tracks or a standard e-learning license.

★★★★★

Effective Communication/Interviewing Skills

Instructor: Leeann Haust

Friday, March 26 10:00am-11:00am

Thursday, April 8 10:00am-11:00am

Thursday, May 13 6:00pm-7:00pm

Thursday, June 17 10:00am-11:00am

Be prepared for your next interview. Learn what to expect and how to showcase your best qualifications for a competitive edge.

★★★★★

Intro to Microsoft

Instructor: Leeann Haust

*Monday, March 29 10:00am-11:00am**

*Monday, May 3 2:00pm-3:00pm**

Having good word processing skills is fundamental to achieving success at the computer. Come to this one-hour, hands-on workshop for an introduction to the most popular word processing program, *Microsoft Word*, and sharpen your skills with standard formatting and editing tools. Skill with a keyboard and mouse is required.

How to Conduct a Successful Job Search

Instructor: Mike Sykes, Leeann Haust & Amanda Bollinger

Tuesday, March 30 10:00am-11:00am

Tuesday, April 20 10:00am-11:00am

Wednesday, May 19 10:00am-11:00am

Wednesday, June 30 11:00am-12:00pm

Are you concerned that your job search strategy isn't on target and you are losing exciting opportunities? Well you may be right! Job searching is a challenging process requiring many ingredients for it to work well. Most job seekers don't know all the critical ingredients to reach employment goals.

★★★★★

Resume Writing

Instructor: Amanda Bollinger, Leeann Haust & Mike Sykes

*Wednesday, Mar 31 10:00am-11:00am**

*Wednesday, April 21 10:00am-11:00am**

*Thursday, May 27 11:00am-12:00pm**

*Wednesday, June 2 6:00pm-7:00pm**

Learn what is necessary to create an effective, up-to-date resume. Learn how to highlight your accomplishments, past experiences, skills, abilities, qualifications, and personal characteristics so a potential employer can easily see the assets you would bring to the business.

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Intro to Google Docs

Instructor: Dave Ghidui

Tuesday, April 27 10:00am-11:00am

Tuesday, June 8 11:00am-12:00pm

Learn how to access Google Drive, a place where you can store all your files! We'll explore Google Docs (similar to Word) to create a document. You will be able to format text by creating paragraph form and setting line spacing. You will learn standard formatting and editing tools. A review of how to share the document and protect the document while sharing will also be covered in this class.

Other Adult Programs in March...

The New Yorker Magazine Discussion Group

Thursdays | 3:00—4:30 PM

March 4, 11, 18, 25

Readers of this popular magazine meet weekly. "Required readings" are chosen by group members and posted to the library's website.

Canandaigua Writers Group

Friday, March 5 | 11:00 AM—1:00 PM

The Canandaigua Writers Group welcomes anyone who has an interest in writing. Share original stories, poems, memoirs, and more in a supportive, learning community of fellow writers. This meeting is held via Zoom. An optional half hour social period begins at 11:00 AM.

Computer Intro For Windows

/Monday, March 1 & 15 | 10:00 AM—12:00 PM

A course for beginners who have little or no knowledge of personal computers but willing to learn. It will cover very basic computer skills in areas of hands-on hardware, software, and software types, folders, files and editing, computer components, do's & don'ts, cut, copy, paste, and more. All class participants will be required to submit demographic information prior to start of class. Attendees must be ages 60+ and reside in Ontario County.

Book Discussion Club

Monday, March 29 | 5:30—7:00 PM

This book club takes place virtually via Zoom. Limited copies of the book will be provided at the library. .

Wood Library presents...



Computer Classes

Wood Library
134 N. Main St.
Canandaigua, NY 14424

