

Monday		Tuesday		Wednesday		Thursday		Friday	
1 - 3 p.m. Computer Basics	2	1 - 3 p.m. Internet Basics	3	1 - 3 p.m. Introduction to Google Apps	4	1 - 3 p.m. Improve Your Typing Skills	5		6
9 a.m. - noon Introduction to Microsoft Office	9	9 a.m. - noon MS Office 2016 Excel Basic	10	9 a.m. - noon MS Office 2016 Excel Intermediate	11	9 a.m. - noon MS Office 2016 Excel Advanced	12		13
9 a.m.- noon Career Exploration		10 a.m. - noon Women's Career Transition Group		1 - 3 p.m. Introduction to Google Apps		1 - 3 p.m. Improve Your Typing Skills			
9 - 11 a.m. Ramsey County Pop Up Library		1 - 3 p.m. Internet Basics							
1 - 3 p.m. Computer Basics	16		17	9 a.m. - 12:15 p.m. Creative Job Search	18	9 a.m. - 12:15 p.m. Creative Job Search	19		20
9 a.m. - noon StrengthsFinder	23	9 a.m. - noon MS Office 2016 Word Basic	24	9 a.m. - noon MS Office 2016 Word Intermediate	25	9 a.m. - noon MS Office 2016 Word Advanced	26		27
9 a.m. - noon Introduction to Microsoft Office		10 a.m. - noon Women's Career Transition Group		1 - 3 p.m. Introduction to Google Apps		1 - 3 p.m. Improve Your Typing Skills			
1 - 3 p.m. Computer Basics		1 - 3 p.m. Internet Basics							
9 a.m. - noon Introduction to Microsoft Office	30	9 a.m. - noon MS Office 2016 Power Point Basic	31						

Open/Walk-In hours have changed.

Mondays and Fridays: from 8 a.m.- 4:30 p.m. | Wednesdays: 1-4:30 p.m.

Career Exploration

Monday, Mar. 9; 9 a.m. - noon

Undecided about your next career? Let us help you define a new path. Assessments and exercises will be used to identify interests, values and personality characteristics. Participants will use outcomes to evaluate career choices. *Registration required.*

Computer Basics

Monday, Mar. 2; 1 - 3 p.m.

Monday, Mar. 9; 1 - 3 p.m.

Monday, Mar. 23; 1 - 3 p.m.

Do you dread computers? Do you depend on your kids (or grandkids) to navigate your phone or tablet? Are you looking to pick up just the basics so you can be more independent online? Learn how to turn your computer on and off, work on building up your mouse skills and learn some simple navigation.

Registration required.

Creative Job Search (Part 1 & Part 2)

Part 1 - Wednesday, Mar. 18; 9 a.m. - 12:15 p.m.

Part 2 - Thursday, Mar. 19; 9 a.m. - 12:15 p.m.

Two half-day workshops will cover the foundation of a successful job search. Topics include preparing for a job search, resume strategies, networking, practice interviews and more.

Registration required.

Improve Your Typing Skills

Thursday, Mar. 5; 1 - 3 p.m.

Thursday, Mar. 12; 1 - 3 p.m.

Thursday, Mar. 26; 1 - 3 p.m.

This class will introduce you to an online program that will help you learn how to type if you're just starting out or improve your speed and accuracy if you already have basic typing skills.

Registration required.

Internet Basics

Tuesday, Mar. 3; 1 - 3 p.m.

Tuesday, Mar. 10; 1 - 3 p.m.

Tuesday, Mar. 24; 1 - 3 p.m.

Have you ever wondered what a browser is? Have you ever not applied for a job because the application was online and you didn't have the skills or the confidence to apply? We're here to help. Join us for a friendly introduction to all things online.

Registration required.

Introduction to Google Apps

Wednesday, Mar. 4; 1 - 3 p.m.

Wednesday, Mar. 11; 1 - 3 p.m.

Wednesday, Mar. 25; 1 - 3 p.m.

You can do a lot with a Google account. In this course, you will learn how to create an account and be introduced to the many features that Google offers including Google Docs, Gmail and Calendar.

Registration required.

Microsoft Office Skills Training

Dates and times listed on the calendar.

Build your Microsoft Word, PowerPoint and Excel skills to the advanced level. These workshops are suited for anyone who wants to improve their skills and master Microsoft Office. Take single classes or a three-day series.

Registration required.

StrengthsFinder

Monday, Mar. 23; 9 a.m. - noon

In this workshop, you will take the Clifton StrengthsFinder assessment to discover your top five strengths. You will learn how to identify and leverage your dominant talents into strengths for education and career planning.

Registration required.

Women's Career Transition Group

Tuesday, Mar. 10; 10 a.m. - noon

Tuesday, Mar 24; 10 a.m. - noon

Network with women, create new contacts and develop solid support systems as you navigate your transition and job search.

Registration is not required.

Off-site Event

Ramsey County Job Fair

Wednesday, Mar. 18; noon - 4 p.m.

Location: Maplewood YMCA Community Center
2100 White Bear Ave., Maplewood, MN 55109

Representatives from various departments will be available to discuss current job openings. A variety of open positions are available including professional, service and technical positions. All are welcome.

Free sessions on how to apply for a county job will be available at the following times:

1:30 p.m. | 2:30 p.m. | 3:30 p.m.