

The PCC@MPL



13 Lab Computers
6 Training Programs
Avg. 75 Patrons P/Wk

12 Public Computers
Open Access
Avg. 685 Patrons P/Wk



PCC Help Lab



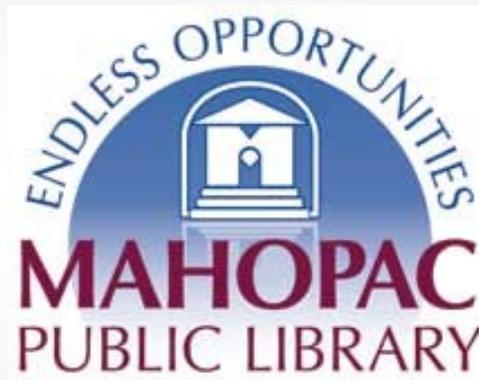
Computer Based Training (CBT)



Instructor Led Training



Job Workshops



One-on-One



Job Coaching



2011—2000+ Lab Patrons
1500 Surveys
95% Good-Excellent

20+ Patrons Received
New Jobs in Current
Field or New Areas



Spring Class Schedule

Public Computer Cen-

MICROSOFT OFFICE

May is Small Business Month! The following Microsoft Office classes are open to everyone but may be of particular interest to small business owners and budding entrepreneurs.

Summarize Data Using Excel

Learn how to work with multiple Excel worksheets and to summarize data from several sheets onto one. Learn to create charts from the data. *Must be proficient in Excel.*

♻️Tuesday, May 1, 2012
6:00 - 7:30 p.m.

Create a Newsletter using Word

Learn how to use a Word template to create a newsletter. Explore other options to create a newsletter.

♻️Wednesday, May 9, 2012
12:00 - 1:30 p.m.

Market a Business Plan using PowerPoint

Learn how to create a Power Point slide show to market a business plan to potential investors and business partners.

♻️Wednesday, May 16, 2012
6:30 - 8:00 p.m.

Public Computer Center

SMALL BUSINESS WORKSHOPS

Route Planning

Learn how to use free web based programs to produce a travel itinerary that minimizes either the total travel time or mileage. Ideal for realtors, salespeople and delivery people. *Must have basic PC and Internet skills. Bring list of addresses in a Word document, Excel spreadsheet or plain text file.*

♻️Tuesday, May 8, 2012
6:00 - 7:30 p.m.

Introduction to Business Planning

Learn about why a business plan is necessary and the framework and information required to create a solid business plan.

♻️Wednesday, May 9, 2012
6:30 - 8:00 p.m.

Business Entities

Learn about the differences between various business types: DBA, Limited Liability Corporation, Sub-Chapter S Corp, C Corp. Learn how to register a business.

♻️Wednesday, May 23, 2012
6:30 - 8:00 p.m.

Marketing on Facebook

Learn how to use Facebook to market and promote a small business.

♻️Wednesday, May 30, 2012
6:30 - 8:00 p.m.

The Public Computer
Center (PCC)
@
Mahopac Public Library



SPRING
2012
COMPUTER
CLASS
SCHEDULE



Public Computer Center - bringing high speed broadband technology to your Library

COMPUTER BASICS

Computer Basics: Getting Started

Learn how to use the computer mouse and keyboard, use Windows Desktop and more. *No experience necessary.*

♻️Wednesday, March 14, 2012
12:00 - 1:30 p.m.

Computer Basics: Keyboarding

Learn about the various keys on a computer keyboard and the theories behind touch-typing. Explore different practice programs. *No experience necessary.*

♻️Wednesday, March 21, 2012
12:00 - 1:30 p.m.

Computer Basics: Internet and Email

Learn how to explore the Web and how to keep in touch with others via email. *Must know how to use a mouse.*

♻️Wednesday, March 28, 2012
12:00 - 1:30 p.m.

Computer Basics: Facebook for Beginners

Learn the basics of Facebook. *Must know how to use a mouse.*

♻️Wednesday, April 11, 2012
12:00 - 1:30 p.m.

EXCEL 2007

Excel for Beginners, Part 1

Explore the "ribbon," and learn how to move around the spreadsheet, print and save a file. *No experience necessary.*

♻️Tuesday, March 13, 2012 from 6:00 - 7:30 p.m.

Excel for Beginners, Part 2

Learn how to create simple spreadsheets and explore formatting and computations. *Attendance in Excel for Beginners Part 1 or some knowledge of Excel is required*

♻️Tuesday, March 20, 2012 from 6:00 - 7:30 p.m.

Excel -- Intermediate Level, Part 1

Learn about computations, built-in functions and formatting. *Basic knowledge of Excel is required.*

♻️Tuesday, March 27, 2012 from 6:00 - 7:30 p.m.

Excel -- Intermediate Level, Part 2

Learn about chart making features and how to create lists of data. Work on sorting, filtering, and subtotaling. *Basic knowledge of Excel is required.*

♻️Tuesday, April 3, 2012 from 6:00 - 7:30 p.m.

Excel -- Advanced Level

Learn how to use names in formulas, get external data, audit formulas and create pivot tables. *Attendance in Excel Intermediate or equivalent level of knowledge is required.*

♻️Tuesday, April 17, 2012 from 6:00 - 7:30 p.m.

MICROSOFT OFFICE

May is Small Business Month! The following Microsoft Office classes are open to everyone but may be of particular interest to small business owners and budding entrepreneurs.

Outlook 101

Learn how to use Microsoft Outlook to manage email. Learn how to use the ribbon, and how to create, send and reply to emails. Practice working with the calendar and adding and updating contacts.

♻️Wednesday, May 2, 2012
6:30 - 8:00 p.m.

Mail Merge in Word and Excel

Learn how to set up a mail merge. Learn to use Microsoft Excel for the data and Microsoft customize letters in Microsoft Word. Learn how to create mailing labels.

♻️Wednesday, May 16, 2012
12:00 - 1:30 p.m.