

## Adult & Digital Literacy Calendar – April 2018

Unless otherwise noted all programs will take place in the Computer Lab on the Main floor. Visit the Reference Desk or the Literacy Office for more information on available programs and services.

All computer programs supplied in the Computer Lab are available whenever the Computer Lab is open. For help and support with Digital Literacy programs, please visit during Digital Literacy hours. For help and support with job hunting and career development advice, please visit during Career Connections hours. Brief details of the programs available are listed on the final page of this calendar. Please contact library staff for further information.

**Key:**  
**C. Connections:** Staff are available to assist with career-focused tasks using materials provided through NJ Career Connections

**DL Class:** Digital Literacy computer classes. Find out more and sign up: 908.757.1111 ext.112 or franco.henriquez@plfdpl.info

**DL Discuss:** Class discussions about Digital Literacy classes take place after the class ends. Students can continue with coursework & other patrons are welcome to use lab facilities.

**DL Appointments:** 1 to 1 digital literacy appointments with the Digital Training Coordinator. Find out more and sign up: 908.757.1111 ext.112 or franco.henriquez@plfdpl.info

**DL Open Lab:** Open Lab time with support from Digital Literacy staff.

| MONDAY                     | TUESDAY   | WEDNESDAY   | THURSDAY  | FRIDAY  | SATURDAY  |
|----------------------------|---|---|---|---|---|
| <b>2</b>                   | <b>3</b>  | <b>4</b>  | <b>5</b>  | <b>6</b>  | <b>7</b>  |
| 1-4pm <b>C.Connections</b> | 9:30-11am <b>Computer Class: Email Basics</b><br>1-5pm <b>C.Connections</b><br>2-3pm <b>DL Appointments</b><br>5-6pm <b>DL Open Lab</b><br>6-8pm <b>DL Class</b><br>8-8:45pm <b>DL Discuss</b>      | 11am-3pm <b>C.Connections</b><br>2-4pm <b>DL Appointments</b><br>5-6:15pm <b>DL Open Lab</b><br>7-8:30pm <b>Computer Class: Email Basics</b>  | 9am-3pm <b>GED Testing</b><br>3-5pm <b>DL Appointments</b><br>3-5pm <b>C.Connections</b>    | 9-4:45pm<br><b>C.Connections</b><br>9:30-11:30am <b>DL Class</b><br>11:30-1pm <b>DL Discuss</b><br>3:15-4:45pm <b>DL Appointments</b>   | 9am-12pm<br><b>C.Connections</b><br>9-11am <b>DL Appointments</b><br>12-1:30pm <b>DL Lab Espanol</b><br>2-4pm <b>DL Class</b><br>4-4:45pm <b>DL Discuss</b> |
| <b>9</b>                   | <b>10</b>   | <b>11</b>   | <b>12</b>   | <b>13</b>   | <b>14</b>   |
| 1-4pm <b>C.Connections</b> | 9:30-11am <b>Computer Class: Google Apps Pt. 1</b><br>1-5pm <b>C.Connections</b><br>2-3pm <b>DL Appointments</b><br>5-6pm <b>DL Open Lab</b><br>6-8pm <b>DL Class</b><br>8-8:45pm <b>DL Discuss</b> | 9am-3pm <b>Soft Skills Training</b><br>3-4pm <b>C.Connections</b><br>3-4pm <b>DL Appointments</b><br>5-6:15pm <b>DL Open Lab</b><br>7-8:30pm <b>Computer Class: Google Apps Pt. 1</b> | 9am-3pm <b>GED Testing</b><br>3-5pm <b>DL Appointments</b><br>3-8:45pm <b>C.Connections</b> | 9-4:45pm<br><b>C.Connection</b><br>9:30-11:30am <b>DL Class</b><br>11:30am-1pm <b>DL Discuss</b><br>2:30-4pm <b>Top-Notch Resumes Pt. 1</b><br>3:15-4:45pm <b>DL Appointments</b> | 9am-12pm<br><b>C.Connections</b><br>9-11am <b>DL Appointments</b><br>12-1:30pm <b>DL Lab Espanol</b><br>2-4pm <b>DL Class</b><br>4-4:45pm <b>DL Discuss</b> |

## Adult & Digital Literacy Calendar – April 2018 (continued)

| MONDAY                                  | TUESDAY  | WEDNESDAY  | THURSDAY   | FRIDAY   | SATURDAY  |
|---|--|--|--|--|---|
| <b>16</b><br>1-4pm <b>C.Connections</b> | <b>17</b><br>9:30-11am <b>Computer Class: Google Apps Pt. 2</b><br>1-5pm <b>C.Connections</b><br>2-3pm <b>DL Appointments</b><br>5-6pm <b>DL Open Lab</b><br>6-8pm <b>DL Class</b><br>8-8:45pm <b>DL Discuss</b> | <b>18</b><br>9am-3pm <b>Soft Skills Training</b><br>3-4pm <b>C.Connections</b><br>3-4pm <b>DL Appointments</b><br>5-6:15pm <b>DL Open Lab</b><br>7-8:30pm <b>Computer Class: Google Apps Pt. 2</b> | <b>19</b><br>9am-3pm <b>Soft Skills Training</b><br>3-5pm <b>DL Appointments</b><br>3-8:45pm <b>C.Connections</b>                      | <b>20</b><br>9-4:45pm <b>C.Connections</b><br>9:30-11:30am <b>DL Class</b><br>11:30am-1pm <b>DL Discuss</b><br>2:30-4pm <b>Top-Notch Resumes Pt. 2</b><br>3:15-4:45pm <b>DL Appointments</b> | <b>21</b><br>9am-12pm <b>C.Connections</b>  |
| <b>23</b><br>1-4pm <b>C.Connections</b> | <b>24</b><br>1-5pm <b>C.Connections</b><br>2-3pm <b>DL Appointments</b><br>5-6pm <b>DL Open Lab</b><br>6-8pm <b>DL Class</b><br>8-8:45pm <b>DL Discuss</b>   | <b>25</b><br>11am-4pm <b>C.Connections</b><br>2-4pm <b>DL Appointments</b><br>5-6pm <b>DL Open Lab</b><br>6-8pm <b>DL Class</b><br>8-8:45pm <b>DL Discuss</b>                                      | <b>26</b><br>9:30-11am <b>DL Class</b><br>11am-12pm <b>DL Discuss</b><br>3-8:45pm <b>C.Connections</b><br>3-5pm <b>DL Appointments</b> | <b>27</b><br>9-4:45pm <b>C.Connections</b><br>9:30-11:30am <b>DL Class</b><br>11:30am-1pm <b>DL Discuss</b><br>3:15-4:45pm <b>DL Appointments</b>  | <b>28</b><br>9am-12pm <b>C.Connections</b><br>9-11am <b>DL Appointments</b><br>12-1:30pm <b>DL Lab Espanol</b><br>2-4pm <b>DL Class</b><br>4-4:45pm <b>DL Discuss</b> |
| <b>30</b><br>1-4pm <b>C.Connections</b> |  |  |  |  |   |

# Computer Lab Services

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|--|---|
| Training Software                        | The Plainfield Public Library's computer lab has a variety of software and databases that you can access whenever it is open to the public to help you find a job, get your GED, train for an in-demand tech certificate, and to even work on your English language skills (ESL). For more information come to the lab or call 908.757.1111 ext. 122  |
| Career Connections                       | Looking for Employment? During these periods, get help navigating The Department of Labor's One-Stop website for Job Search Assistance. Get personalized resources and support for your unique life situation. New Jersey Career Connections offers a wide variety of services.   |
| Computer Classes                         | Classes are available on a variety of topics. Registration is required. For more information or to sign-up, contact the Reference Desk at 908.757.1111 ext. 112 or visit the Job Search Assistance Center.  |
| Digital Literacy                         | Study for IC3 and Microsoft Office Professional Certifications. During these times, a staff member will be available to assist you as you study for the IC3 or Microsoft Office Professional exam. <b>Program participants may even be eligible to have their testing fees covered by NJLWD.</b>  |
| GED Testing & Preparation                | The Plainfield Public Library is a PearsonVue GED testing center. Through a unique partnership with NJLWD, participants in the Library's free GED preparation program may be qualified to have their testing fees waived. To sign-up or for more information please contact the Literacy Department at 908.757.1111 x122 or visit <a href="http://www.ged.com">www.ged.com</a> to register. |
| Digital Literacy Individual Appointments | are available, on a limited basis, for one-one help with digital literacy training.   |

To use the computer lab, patrons must be 18 years of age or older, and have a valid Library Card from Plainfield or a reciprocal community with less than \$5.00 in outstanding fines. The card must be physically present. Non-Residents may be issued a guest pass. Use of the Center for job searching is free, but some fees may apply for Non-Residents who wish to use the other services. A full list of policies is available in the Job Search Assistance Center.



800 Park Avenue, Plainfield, NJ 07060 • 908-757-1111 x122