

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Library closed	2	3	4 (k) <i>Photoshop Alternatives: Pixlr Editor</i> 4:30p (k) <i>Score Small Business Mentoring</i> 5p, 6p, & 7p ** Apple Computers for Beginners: Getting Started 5:30 – 7p	5 Open Tech Lab 10a – 12p	6
8 (k) <i>Score Small Business Mentoring</i> 5p, 6p, & 7p ** Open Tech Lab 1 – 3p Intro to Microsoft Word 5:30p	9 (k) <i>Accounting for Small Business Owners</i> 6p The Wonderful World of Podcasts 10:30a Best Apps of 2017 for Apple & Android 1p	10 YouTube Basics 10:30a Learning Circle: Intro to HTML/CSS (registration required) 1 – 3p Getting Things Done: Using Electronic To-Do Lists 3:30p	11 (k) <i>Adobe CC Alternatives: Canva</i> 4:30p (k) <i>Score Small Business Mentoring</i> 5p, 6p, & 7p ** Apple Computers for Beginners: Using Software 5:30 – 7p	12 Open Tech Lab 10a – 12p Job Search & Resume Review Drop-in 1:30p	13
15 Library closed	16 (k) <i>Marketing Intensive Part 1</i> 6p Digital Books, Movies, and Audio with Hoopla 1p	17 Listening to Radio & Music Online 10:30a Learning Circle: Intro to HTML/CSS (registration required) 1 – 3p (k) <i>Mike Lewis – When to Jump: If the Job You Have Isn't the Life You Want</i> 6p	18 (k) <i>Navigating Adobe InDesign</i> 4:30p (k) <i>Score Small Business Mentoring</i> 5p, 6p, & 7p ** Apple Computers for Beginners: Files & Folders 5:30 – 7p	19 Open Tech Lab 10a – 12p Job Search & Resume Review Drop-in 1:30p	20
22 (k) <i>Score Small Business Mentoring</i> 5p, 6p, & 7p ** Open Tech Lab 1 – 3p Intro to Microsoft Excel 5:30p	23 (k) <i>Marketing Intensive Part 2</i> 6p Email with Gmail 10:30a Facebook Basics and Q&A 1p	24 Streaming vs. Downloading for Movies, Music and More 10:30a Learning Circle: Intro to HTML/CSS (registration closed) 1 – 3p (k) <i>Resume & Cover Letter Review Drop-in</i> 2p	25 (k) <i>Final Cut Pro for Beginners</i> 4:30p (k) <i>Score Small Business Mentoring</i> 5p, 6p, & 7p ** Apple Computers for Beginners: Creating Word Documents 5:30 – 7p	26 Open Tech Lab 10a – 12p Job Search & Resume Review Drop-in 1:30p	27
29 (k) <i>Score Small Business Mentoring</i> 5p, 6p, & 7p ** Plan Your Next Trip Online 1p Intro to Microsoft PowerPoint 5:30p	30 (k) <i>Marketing Intensive Part 3</i> 6p Instagram Basics 1p	31 (k) <i>Resume & Cover Letter Review Drop-in</i> 2p (k) <i>Nonprofit Incorporation Workshop</i> 4p**			

January 2018

Program descriptions are listed on the reverse side



Central Library in Copley Square
700 Boylston Street
617.536.5400

**registration required. See back for details
(k) and *italicized* indicates class is hosted by the Kirstein Business Library & Innovation Center
Plain Bold indicates class is hosted by the Community Learning Center

(k) KIRSTEIN BUSINESS LIBRARY & INNOVATION CENTER

Lower Level, Johnson Building
617.536.5400 and businessref@bpl.org

Accounting for Small Business Owners

Come to this free workshop for an accessible introduction to the basics of bookkeeping and accounting for your business. **Commonwealth Salon**

Adobe CC Alternatives: Canva

Learn how to create stunning visuals and images for social media, presentations, and more with Canva, a cloud based application. Students may bring their own laptops to this session. Laptops will be provided to folks who don't bring their own. **§**

Final Cut Pro for Beginners

Learn the basics of editing video with Final Cut Pro. Laptops and exercise files will be included. Students will also learn about resources for further learning. **§**

Marketing Intensive Part 1, Part 2, Part 3

In this three-week course, entrepreneurs explore market research and the 4 Ps and 3 Cs of marketing; the benefits of social media, search engine optimization, and e-marketing; and traditional marketing concepts. This program is sponsored by Bank of America.

Mike Lewis Author Talk

When to Jump: If the Job You Have Isn't the Life You Want. **Commonwealth Salon**

Navigating Adobe InDesign

Learn the basics of Adobe InDesign including document setup, placing text and images, making guides, and saving and exporting. Laptops and exercise files will be included. **§**

Nonprofit Incorporation Workshop

All nonprofit start-ups are invited to attend this legal seminar for nonprofits, led by experienced nonprofit attorneys. At this group session, we will assist your organization in understanding the complicated processes of formalizing a nonprofit in Massachusetts.

Photoshop Alternatives: Pixlr Editor

Learn how to edit photos and make cool images using Pixlr a web-based photo editing software. Students may bring their own laptops to this session. Laptops will be provided to folks who don't bring their own. **§**

Resume & Cover Letter Review Drop-in

Our library staff can help you get started on your resume or cover letter, give it a review, and help with feedback and tips. First come, first served.

Score Small Business Mentoring

Attend a free one-hour business mentoring session for small business owners or people considering starting a small business. Registration required at <http://scoreboston.org/KL> or call 617.565.5591.

Keep learning 24/7 with online classes and workshops at bit.ly/lyndaBPL and bit.ly/galeBPL



THE COMMUNITY LEARNING CENTER CLASSROOM

Mezzanine Level, Johnson Building

617.859.2323 and computerworkshops@bpl.org

Apple Computers for Beginners: Four Week Series

These classes will be held using computers running on MAC OS X. You'll learn the basics of the mouse and keyboard, navigating applications, searching and organizing files, and creating basic word documents. **These classes are perfect for those with little to no computer experience. ‡**

Best Apps of 2017 for Apple and Android This class will look at a variety of apps considered to be favorites for enhancing mobile technology! From the best photography apps, ways to organize tasks, and ones just for fun. Feel free to share your favorite apps during the class! **‡**

Digital Books, Movies, and Audio with Hoopla Learn how to use Hoopla Digital to access books, audiobooks, movies, and music on your computer or mobile device. **§**

Email with Gmail Learn how to create an email account with Gmail, send and receive emails, attachments, basic email organizing, and how to change your password. **‡**

Facebook Basics and Q&A This class will cover the basics of Facebook including creating an account, adding photos, finding friends and other Facebook accounts to connect with, and more. **§**

Getting Things Done: Using Electronic To-Do Lists Learn how to use three different electronic to-do lists and how to create effective lists to help you organize and complete tasks. **§**

Instagram Basics Instagram is a fun social media platform for sharing videos and photos with the option of adding fun filters and other editing tricks as well as finding photos from friends and family. This class will walk through how to create an account, taking photos and videos, tagging other users, and more. **§**

Intro to Microsoft Word, Excel, and PowerPoint: These classes will explore the uses and benefits of three most popular Microsoft programs. Each of these classes will give you a basic understanding of how to get started, as well as additional resources available online and through the BPL to boost your Microsoft skills. **§**

Job Search & Resume Review Drop-in Our library staff can help you get started on your resume, give it a review, help you apply for jobs, and more. First come, first served. **‡**

Learning Circle: Intro to HTML and CSS In this seven week online course, you'll learn the basic frameworks for designing and building your very own website. Participants will meet once a week to work together in-person based on lessons and materials from the course. Experience with HTML or CSS is not necessary, but basic computer skills are required. Learners who attend five sessions will receive a gift card and certificate of completion. Registration is required. Please register at bit.ly/bplcode or by calling 617.859.2323 **§**

Listening to Radio & Music Online Learn how to find the music you love! This class will cover how to explore music of all genres through internet radio, BPL e-resources, and other online sources for streaming and downloading media. **§**

Open Tech Lab Having trouble with your email? Need computer, tablet, e-reader, or smartphone assistance? Resume help? Other tech questions? Sign up for 30 minutes of one-on-one assistance with a library staff member by calling 617.859.2323 or emailing computerworkshops@bpl.org **‡**

Plan Your Next Trip Online Itching to travel somewhere and not sure where to start planning, or just need some inspiration? The internet is full of travel information. In this class, find the best websites and tips available online to plan your next trip, whether it be local, domestic, or international. **§**

Streaming vs. Downloading for Movies, Music and More There are so many ways to access your favorite media across multiple devices. This class will explain streaming and downloading and free or low-cost resources to access music, movies, and more. **§**

The Wonderful World of Podcasts Interested in joining the craze of listening to podcasts? This class will show you how to access these programs on a variety of devices and highlight some of the podcasts listened to around the world.

YouTube Basics YouTube is a fun, easy way to search for all kinds of videos as well as upload your own! Come learn about how to search with YouTube, save your favorites to a playlist, upload content, and more. **‡**

Key:

- §** Knowledge of how to use a mouse, keyboard, and the internet strongly recommended.
- ‡** Basic keyboard and mouse skills are recommended.



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Stay connected

Sign up for the Adult Learning monthly newsletter via bit.ly/BPLAdult
Visit www.bpl.org/calendar