



ADULT Learning

April 2018

Program descriptions are listed on the reverse side

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 (k) <i>Score Small Business Mentoring</i> 5p, 6p, & 7p ** Writing a Successful Resume 1:30p	3 (k) Creative Software Drop-Ins 2-3p (k) <i>Visualizing Financial Data</i> 6p Facebook Basics and Q&A 1p	4 (k) <i>Exploring Business Ownership</i> 1p Introduction to Microsoft Word 10:30a – 12p	5 (k) <i>Final Cut Pro for Beginners</i> 4:30p (k) <i>Score Small Business Mentoring</i> 5p, 6p, & 7p ** Computers for Beginners: Getting Started 5:30 – 7p	6 Open Tech Lab 10a – 1p	7
9 (k) <i>Score Small Business Mentoring</i> 5p, 6p, & 7p ** Cover Letter Writing Workshop 1:30p Genealogy & Family History Drop-in Help 6p	10 (k) Creative Software Drop-Ins 2-3p (k) <i>Developing a WordPress Website</i> 6p Best-of Apps: April 2018 1p	11 (k) Resume & Cover Letter Review Drop-in 2:30-3:30p (k) <i>Raising Capital for Small and Very Small Businesses</i> 6p Introduction to Microsoft Excel 10:30a – 12p	12 (k) <i>Blender for Beginners</i> 10a (k) <i>Score Small Business Mentoring</i> 5p, 6p, & 7p ** Computers for Beginners: Files and Folders 5:30 – 7p	13 Open Tech Lab 10a – 1p	14
16 Library closed in observance of Patriots' Day	17 (k) Creative Software Drop-Ins 2-3p (k) <i>Theater Skills for Teambuilding</i> 6p Instagram Basics 1p	18 Introduction to Microsoft PowerPoint 10:30a – 12p Twitter Basics 1p	19 (k) <i>SketchUp for Beginners</i> 4:30p (k) <i>Score Small Business Mentoring</i> 5p, 6p, & 7p ** Computers for Beginners: Intro to the Internet, pt. 1 5:30 – 7p	20 Open Tech Lab 10a – 1p	21 (k) <i>Investment Resources at the Kirstein Business Library & Innovation Center</i> 11a (k) <i>Boston on a Budget</i> 1:30p (k) <i>Apps for Budgeting</i> 3:30p
23 (k) <i>Score Small Business Mentoring</i> 5p, 6p, & 7p ** (k) <i>Budgeting for a Wedding</i> 6p Job Searching & Skills Building 1:30p Researching Supreme Court Cases 6p	24 (k) Creative Software Drop-Ins 2-3p (k) <i>Basics of Investing</i> 6p Google Photos 10:30a	25 (k) Resume & Cover Letter Review Drop-in 2:30-3:30p (k) <i>Planning for Retirement</i> 6p Learning Microsoft Office Online 10:30a – 12p Preserving Your Family History 5:30p	26 (k) <i>Make Your Photos into a Stencil Using Photoshop</i> 4:30p (k) <i>Score Small Business Mentoring</i> 5p, 6p, & 7p ** Computers for Beginners: Intro to the Internet, pt. 2 5:30 – 7p	27 Open Tech Lab 10a – 1p	28
30 (k) <i>Score Small Business Mentoring</i> 5p, 6p, & 7p ** Interviewing Skills Workshop 1:30p					

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

Apps for Budgeting

From spreadsheets to apps, this workshop introduces you to many resources to help you manage your spending habits and save money.

Basics of Investing

A certified financial advisor shows you how to create a financial inventory to look at your needs, wants, goals, and risk tolerance.

Blender for Beginners

Learn how to design 3D objects using Blender, an open source 3D graphics and animation software. Learn about our 3D printer too. §

Boston on a Budget

Find out how to obtain museum passes and other discounts in Boston.

Budgeting for a Wedding

Discuss needs versus wants, how to save, and the best way to finance your wedding.

Creative Software Drop-ins

Drop in for one-on-one assistance from 2-3 pm. First come, first served. If you can't make our drop-in time, you can make an appointment by sending an email at businessref@bpl.org. We will contact you back with a 2-week availability time frame.

Developing a WordPress Website

WordPress is a free website management tool that makes it very easy to create, maintain, and update your website without learning to program. **Commonwealth Salon**

Exploring Business Ownership

Discover Small Business Administration (SBA) programs/services available for start-up and existing businesses.

Final Cut Pro for Beginners

Learn the basics of editing video with Final Cut Pro. Laptops and exercise files provided. §

Investment Resources at the Kirstein Business Library & Innovation Center

Get an overview of the various investment resources that are available in KBLIC.

Make Your Photos into a Stencil Using Photoshop

Learn how to use Photoshop to create multilayered stencils from your photos. Students may bring their own files, or one will be provided. §

Planning for Retirement

Join Certified Financial Planner Jeanne Gibson Sullivan to learn what you need to know to prepare for retirement, including how much you need to save, where to put your savings/investments, and strategies for managing investments.

Raising Capital for Small and Very Small Businesses

Attorneys from Goodwin present on legal issues in raising capital for small and very small businesses, including tax and other choice of entity considerations, the difference between debt and equity, "angel" and "seed" investments, and borrowing money.

Resume & Cover Letter Review Drop-in

Get started on your resume or cover letter and receive a review, feedback, and tips. First

come, first served. If you can't make our drop-in time, you can make an appointment by sending an email at businessref@bpl.org. We will contact you with a 2-week time frame.

SketchUp for Beginners

Get a hands-on introduction to SketchUp, a 3D-modeling software for architecture, interior design, and film and video game design. §

Score Small Business Mentoring

One-hour business mentoring sessions for small business owners or people considering starting a small business. Register at <http://scoreboston.org/KL> or call 617.565.5591.

Theater Skills for Teambuilding

Play practical and fun skill-building games and theater-based exercises to strengthen camaraderie, belonging, and collaboration within a team or group of collaborators.

Visualizing Financial Data

Julie Rodriguez and Piotr Kaczmarek, co-authors of 'Visualizing Financial Data', demonstrate through case studies a fresh take on data visualizations that contrast traditional uses of charts with new methods that provide more effective representations of the data to produce greater insights. **Commonwealth Salon**

THE COMMUNITY LEARNING CENTER CLASSROOM

Mezzanine Level, Johnson Building

617.859.2323 and computerworkshops@bpl.org

Best-of Apps: April 2018

April brings a new series of apps to explore and check out! Feel free to bring your tablet or smartphone to class, and share any apps you love.

Computers for Beginners: Four-Week Series

This four-week series introduces you to the basics of navigating a computer. Learn how to use a keyboard and mouse, basic software, file organizing, and an introduction to the internet. These classes are perfect for those with little-to-no computer experience.

Cover Letter Writing Workshop

Learn how to write a successful cover letter and get an introduction to tools and resources to help along the way! Bring your cover letter for a complimentary review.

Facebook Basics and Q&A

Learn how to create a Facebook account, upload photos, find friends, understand basic security settings, and more. Feel free to bring your questions to class.

Genealogy and Family History Drop-in Help

Our Research Services staff can assist you with your family history research by providing guidance and access to our genealogy library resources. First come, first served.

Google Photos

Using Google Photos, you can back up digital photos from your smartphone or tablet safely, organize and label them for easy access, and share them.

Instagram Basics

Instagram is a popular photo- and video-sharing social media tool. Learn how to create an account, upload photos and videos, and find friends and other Instagram users.

Introduction to Microsoft Excel

Excel spreadsheets allow you to easily store, organize, and manipulate data. This class

shows you the basics of Excel by creating a basic budget spreadsheet and using Excel shortcuts to do the math for you.

Introduction to Microsoft PowerPoint

This class covers how to create a slide presentation using Microsoft PowerPoint.

Introduction to Microsoft Word

Microsoft Word is a popular word processing software. This class shows you how to create a basic document and format fonts, margins, and more.

Interviewing Skills Workshop

Learn how to prepare for a job interview and what kinds of questions to expect. We go over what to bring to an interview, practice answering questions, and discuss ways to build confidence and impress the hiring manager.

Job Searching & Skills Building

Not sure where to start your job search? Need to build some critical skills for your resume without having to spend a dime? This class shows you BPL and online resources for building employable skills as well as covers resources for where to apply for jobs.

Learning Microsoft Office Online

This workshop shows you how you can learn Microsoft Office software from beginner to advanced skills with a library card or e-card and computer and internet access.

Open Tech Lab

Having trouble with your email? Need computer, tablet, e-reader, or smartphone assistance? Resume or job search 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

Preserving Your Family History

This workshop shows you how to save important files and documents from your family history in print and digital formats.

Researching Supreme Court Cases

The US Supreme Court has been the highest court in the country since it was first assembled in 1789. Get an overview of archival and other material that has been made available online to research past cases heard by the Court, including the recent release of US Reports by the Library of Congress.

Twitter Basics

This infosession shows you how to create a Twitter account, post tweets, search and follow other Twitter users, and more.

Writing a Successful Resume

Looking to start a resume from scratch or seeking ways to make your job resume stand out? This workshop covers tips and tricks for formatting techniques, information to include, power verbs, and more. Feel free to bring your resume to this workshop for a complimentary review!

Key:

§ Knowledge of how to use a mouse, keyboard and the internet strongly recommended.

‡ Basic keyboard and mouse skills are recommended.

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



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