

Locations that charge a fee:

Community College of Allegheny County. Classes are geared to seniors.

412.369.3703

ccac.edu

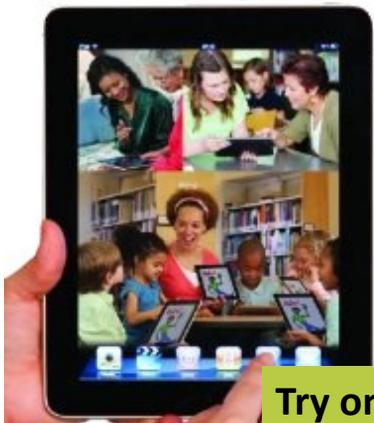
Mt. Lebanon School District
[mtlsd.org/district/
continuingeducation.asp](http://mtlsd.org/district/continuingeducation.asp)

Silver Scholars. Classes are geared to older adults.

412.283.0105

silverscholars.com

iPads[®] in the
Library



Try one!

Revised 01/17/2017

connect
with the
digital
world

Sign up for personal tutorial sessions at the Help Desk.


1820 McLaughlin Run Road
Upper St. Clair, PA 15241
412.835.5540 twpusc.org

USC Library Classes

Email

Create and learn how to use a free account.

eReaders

Have one? Want to get one? This session will help you get library ebooks on your reader—or, show you the basic features of the most common ones.

iLearn iPad Basics

We will help you learn basic iPad skills including how to browse the Internet, use preloaded apps, download free apps, or download free library ebooks. You can bring your iPad or use one of ours.

Internet

You'll explore the web with personalized practice searches using Google, and get tips on filling out online forms.

Word or Excel

Learn how to create and save a document using basic formatting tools.

Classes

Monday: 10 a.m., 3 p.m.

Tuesday: 11 a.m.

Wednesday: 4 p.m.

Thursday: 3 p.m., 7 p.m.

Friday: 10 a.m.

To reserve a time, please call the library for availability.

Help for Job Seekers

Learn

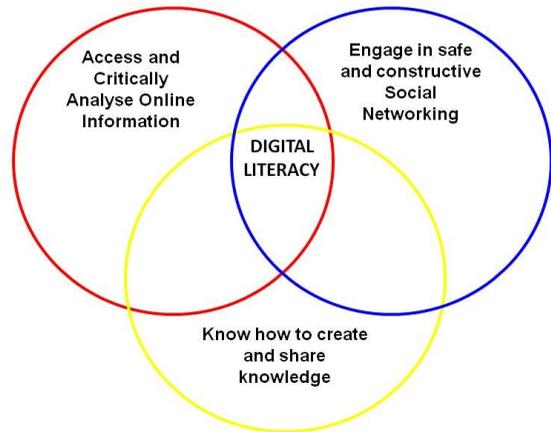
- How to design an effective resume using proper formatting and key words that will get your resume noticed.
- How to find and navigate the best job search resources.
- How to interview effectively. Mock interviews can be scheduled with our trainer prior to your actual interview to assist in your preparation.

Class Time: Fridays at 10 a.m.

Digital Literacy

Digital literacy is the ability to perform tasks effectively in an electronic environment. Digitally literate individuals can efficiently use online and electronic resources to:

- Search for and find information
- Read and interpret media (text, sound & images)
- Write with word processing
- Communicate with text, audio & video
- Participate in online social networks



Digital literacy also requires that people have access to technological hardware such as computers and mobile devices.

Without access, people cannot develop digital literacy; without digital literacy, they cannot gain maximum benefit from online resources.

The library provides both access to computers and workshops to help you develop your digital literacy skills.

Connect the Digital Dots

Digital literacy is now a necessity, not an option. There is an increasing reliance on digital modes of communication in business, education, and everyday life.



Consider a few examples of what is routinely done online today with digital devices:

- Shopping
- Reading
- Searching & applying for jobs
- Banking
- Appointment scheduling
- Record keeping
- Communicating via email, Twitter, and Facebook
- Picture sharing
- Blogging and posting

The list can go on and on.

It is a digital world!



Digital media provide another way of viewing our world, of interacting with one another, of opening ourselves to learning in realms of possibility we never conceived of before. But it requires a new skill set, a new language.

According to a recent report from the Workforce Commission's National Alliance of Business, "The current and future health of America's 21st century economy depends directly on how broadly and deeply Americans reach a new level of literacy."

Don't be left out—become a digital citizen.



Classes Elsewhere

Free classes are also offered at the following locations:

Area public libraries:

Bethel Park: 412.835.2207

bethelparklibrary.org/adult.htm

Carnegie Library of Pittsburgh (CLP)
Computer Classes

www.carnegielibrary.org/events

Enter "computer" as the keyword

Mt. Lebanon: 412.531.1912

[mtlebanonlibrary.org/programs/
current-programs](http://mtlebanonlibrary.org/programs/current-programs)

South Park: 412.833.5585

[southparklibrary.org/
computerclasses.htm](http://southparklibrary.org/computerclasses.htm)

Whitehall: 412.882.6622

whitehallpubliclibrary.org