

# BIRMINGHAM PUBLIC LIBRARY - CENTRAL BRANCH

## FREE CLASSES - FEBRUARY 2015

### COMPUTERS AND DEVICES



Class	Date	Time
<input type="checkbox"/> Basic PC	Monday, February 2	9:30-10:30am
<input type="checkbox"/> Keyboarding	Monday, February 2	11:00am-12:00pm
<input type="checkbox"/> Excel 2010 Basic Part 1	Tuesday, February 3	1:00-2:00pm
<input type="checkbox"/> Excel 2010 Basic Part 2	Tuesday, February 3	2:30-3:30pm
<input type="checkbox"/> Word 2010 Basic Part 1	Monday, February 9	9:30-10:30am
<input type="checkbox"/> Word 2010 Basic Part 2	Monday, February 9	11:00 am-12:00pm
<input type="checkbox"/> Excel 2010 Advanced Part 1	Tuesday, February 10	1:00-2:00pm
<input type="checkbox"/> Excel 2010 Advanced Part 2	Tuesday, February 10	2:30-3:30pm
<input type="checkbox"/> Word 2010 Advanced Part 1	Monday, February 16	9:30-10:30am
<input type="checkbox"/> Word 2010 Advanced Part 2	Monday, February 16	11:00 am-12:00pm
<input type="checkbox"/> Basic PC	Tuesday, February 17	1:00-2:00pm
<input type="checkbox"/> Keyboarding	Tuesday, February 17	2:30-3:30pm
<input type="checkbox"/> Basic Internet	Monday, February 23	9:30-10:30am
<input type="checkbox"/> Internet Searches	Monday, February 23	11:00am-12:00pm
<input type="checkbox"/> Downloadables: E-Books	Monday, February 23	1:00-2:00pm
<input type="checkbox"/> Downloadables: Audiobooks	Monday, February 23	2:30-3:30pm

### Class

### Date

### Time

<input type="checkbox"/> Catalog Searches: African-American Fiction Authors/Titles	Monday, February 2	2:30-3:30pm
<input type="checkbox"/> Database: Reference USA	Tuesday, February 3	9:30-10:30am
<input type="checkbox"/> Database: Mango Online Language	Monday, February 9	2:30-3:30pm
<input type="checkbox"/> Database: African-American History/Genealogy	Tuesday, February 10	9:30-10:30am
<input type="checkbox"/> How To Find Grant Money for Non-Profits	Monday, February 16	1:00-2:00pm
<input type="checkbox"/> How To Patent Your Invention	Monday, February 16	2:30-3:30pm
<input type="checkbox"/> Downloadables: African-American Fiction Authors/Titles	Tuesday, February 17	9:30-10:30am
<input type="checkbox"/> Creating Cover Letters (Word 2010)	Tuesday, February 24	9:30-10:30am
<input type="checkbox"/> Creating Resumes (Word 2010)	Tuesday, February 24	11:00am-12:00pm
<input type="checkbox"/> Job Searching Tips (with Jack Norris)	Tuesday, February 24	1:00-2:00pm
<input type="checkbox"/> Database: Job Search	Tuesday, February 24	2:30-3:30pm

### PERSONAL DEVELOPMENT



**TO REGISTER FOR CLASSES:** (Please note that registration does not necessarily guarantee you a spot in the class. Please call or email to confirm.)

1. Complete name and phone information. **PLEASE PRINT.**
2. Place a check mark in the check box next to the class(es) you would like to attend.
3. Return the entire form to a staff person in the Computer Commons (third floor of the East Building).
4. You may also go to [www.riccbpl.wordpress.com](http://www.riccbpl.wordpress.com) to register. Please allow 2 to 4 days response time for online registrations.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

If you register for a class and cannot attend, call Public Computer Services at (205) 226-3680 or email at [cenrtc@bham.lib.al.us](mailto:cenrtc@bham.lib.al.us) as soon as possible. No one will be admitted after 5 minutes past the time class is scheduled to start. Classes are provided by the Birmingham Public Library.

**FOR OFFICE USE ONLY:** DATE REGISTRATION RECEIVED \_\_\_\_\_ TIME \_\_\_\_\_ STAFF INITIALS \_\_\_\_\_