



THE EDGE

COMMUNITY TECHNOLOGY CENTER

Free Computer Training and Personal and Professional Development Resources

CLASSES • INSTRUCTIONAL SOFTWARE AND VIDEOS • CD-ROMS • DVDs

Classes Available at The Edge Community Technology Center at Midtown Carnegie Branch Library and at Library Branches.

For information or to register, call 837-5011.



The Edge



The Edge Community Technology Center is located on the lower level of the Midtown Carnegie Branch Library, 397 E. Central Ave.

Table of Contents

Class Schedules

Computer Skills 2-4
 Internet Skills..... 4-5
 Edge Mobile Class Schedule 6-8

Computer, Internet and Software Skills

Interactive Instructional Software 9
 Non-Interactive Training Videos 9
 Lots of Other Instructional Software and Training Videos 10-11

Career and Personal Development Skill Builders

..... 12-14
 More Library Resources 15
 Library Locations and Phone Numbers..... 16

For more information call the Edge at 837-5011 or visit thelibrary.org/edge.



INCLEMENT WEATHER CLOSING POLICY: Springfield-Greene County Library District facilities will open at 10 a.m. if the corresponding public school district in your community closes due to inclement weather. Early or all-day closing of facilities will be announced through the media and at thelibrary.org.

Improve your career and personal skills with free computer and Internet classes or self-guided instructional videos and software available through the Edge Community Technology Center. Courses are available at the Edge, located on the lower level of the Midtown Carnegie Branch Library, and at branch libraries throughout the Springfield-Greene County Library District.

FOR INFORMATION OR TO REGISTER, CALL 837-5011.

Computer Skills

Meet the Computer. Learn the basics of computing including how to use the mouse and keyboard.

- **Thursday, January 5, 1-3 p.m.**
Registration starts December 22.
- **Tuesday, January 10, 5:30-7:30 p.m.**
Registration starts December 22.
- **Monday, January 23, 1-3 p.m.**
Registration starts January 9.
- **Thursday, February 9, 1-3 p.m.**
Registration starts January 26.
- **Tuesday, February 21, 5:30-7:30 p.m.**
Registration starts February 7.
- **Monday, February 27, 1-3 p.m.**
Registration starts February 13.
- **Thursday, March 15, 1-3 p.m.**
Registration starts March 1.
- **Monday, March 26, 1-3 p.m.**
Registration starts March 12.
- **Tuesday, April 3, 5:30-7:30 p.m.**
Registration starts March 20.
- **Thursday, April 19, 1-3 p.m.**
Registration starts April 5.
- **Monday, April 30, 1-3 p.m.**
Registration starts April 16.
- **Tuesday, May 8, 5:30-7:30 p.m.**
Registration starts April 24.
- **Thursday, May 24, 1-3 p.m.**
Registration starts May 10.
- **Monday, June 4, 1-3 p.m.**
Registration starts May 21.
- **Tuesday, June 12, 5:30-7:30 p.m.**
Registration starts May 29.
- **Thursday, June 28, 1-3 p.m.**
Registration starts June 14.



Meet the Computer for Seniors.

See *Meet the Computer* description.

- **Wednesday, February 1, 10 a.m.–noon**
Registration starts January 18.
- **Wednesday, March 7, 10 a.m.–noon**
Registration starts February 22.
- **Wednesday, April 11, 10 a.m.–noon**
Registration starts March 28.
- **Wednesday, May 16, 10 a.m.–noon**
Registration starts May 2.
- **Wednesday, June 20, 10 a.m.–noon**
Registration starts June 6.

Computer-Instructed Keyboarding.

The Mavis Beacon Teaches Typing software helps you learn or improve your keyboarding skills. This software features customized typing lessons in English and Spanish for novice to advanced typists. **Prerequisites:** Meet the Computer or experience using the mouse.

- **Mondays, 10 a.m.–noon and 5-7:30 p.m.** (except January 2 and 16, February 20 and May 28)
- **Tuesdays and Thursdays, 10 a.m.–noon**
- Register up to two weeks in advance.

Computer Skills I. Brush up on existing mouse and keyboard skills and learn the basics of word processing, including simple formatting, saving and printing documents. **Prerequisites:** Meet the Computer or experience using keyboard and mouse.

- **Thursday, January 12, 1–3 p.m.**
Registration starts December 22.
- **Tuesday, January 17, 5:30–7:30 p.m.**
Registration starts January 3.
- **Monday, January 30, 1–3 p.m.**
Registration starts January 13.
- **Thursday, February 16, 1–3 p.m.**
Registration starts February 2.
- **Tuesday, February 28, 5:30–7:30 p.m.**
Registration starts February 14.
- **Monday, March 5, 1–3 p.m.**
Registration starts February 17.
- **Thursday, March 22, 1–3 p.m.**
Registration starts March 8.

- **Monday, April 2, 1–3 p.m.**
Registration starts March 19.
- **Tuesday, April 10, 5:30–7:30 p.m.**
Registration starts March 27.
- **Thursday, April 26, 1–3 p.m.**
Registration starts April 12.
- **Monday, May 7, 1–3 p.m.**
Registration starts April 23.
- **Tuesday, May 15, 5:30–7:30 p.m.**
Registration starts May 1.
- **Thursday, May 31, 1–3 p.m.**
Registration starts May 17.
- **Monday, June 11, 1–3 p.m.**
Registration starts May 25.
- **Tuesday, June 19, 5:30–7:30 p.m.**
Registration starts June 5.

Computer Skills I for Seniors. See *Computer Skills I* description.

- **Wednesday, January 4, 10 a.m.–noon**
Registration starts December 21.
- **Wednesday, February 8, 10 a.m.–noon**
Registration starts January 25.
- **Wednesday, March 14, 10 a.m.–noon**
Registration starts February 29.
- **Wednesday, April 18, 10 a.m.–noon**
Registration starts April 4.
- **Wednesday, May 23, 10 a.m.–noon**
Registration starts May 9.
- **Wednesday, June 27, 10 a.m.–noon**
Registration starts June 13.

Computer Skills II. Learn to identify common Windows elements, use the taskbar, start and program menus and explore control panel settings, including various display options. **Prerequisites:** Computer Skills I and proficiency using keyboard and mouse.

- **Thursday, January 19, 1–3 p.m.**
Registration starts January 5.
- **Tuesday, January 24, 5:30–7:30 p.m.**
Registration starts January 10.
- **Monday, February 6, 1–3 p.m.**
Registration starts January 23.
- **Thursday, February 23, 1–3 p.m.**
Registration starts February 9.

- **Tuesday, March 6, 5:30–7:30 p.m.**
Registration starts February 21.
- **Monday, March 12, 1–3 p.m.**
Registration starts February 27.
- **Thursday, March 29, 1–3 p.m.**
Registration starts March 15.
- **Monday, April 9, 1–3 p.m.**
Registration starts March 26.
- **Tuesday, April 17, 5:30–7:30 p.m.**
Registration starts April 3.
- **Thursday, May 3, 1–3 p.m.**
Registration starts April 19.
- **Monday, May 14, 1–3 p.m.**
Registration starts April 30.
- **Tuesday, May 22, 5:30–7:30 p.m.**
Registration starts May 8.
- **Thursday, June 7, 1–3 p.m.**
Registration starts May 24.
- **Monday, June 18, 1–3 p.m.**
Registration starts June 4.
- **Tuesday, June 26, 5:30–7:30 p.m.**
Registration starts June 12.

Computer Skills II for Seniors. See *Computer Skills II* description.

- **Wednesday, January 11, 10 a.m.–noon**
Registration starts December 22.
- **Wednesday, February 15, 10 a.m.–noon**
Registration starts February 1.
- **Wednesday, March 21, 10 a.m.–noon**
Registration starts March 7.
- **Wednesday, April 25, 10 a.m.–noon**
Registration starts April 11.
- **Wednesday, May 30, 10 a.m.–noon**
Registration starts May 16.

Learn It! Self-Paced Tutorials.

Learn at your own pace using a variety of tutorial software. Instruction available on basic computer skills, organizing files and folders, Windows 7, Internet Explorer, Photoshop, QuickBooks, Dreamweaver, and Microsoft products including Word, Access, Excel, PowerPoint and others. **Prerequisites:** Computer Skills I or proficiency using keyboard and mouse. See pages 9–14 for a list of available tutorials.

- **Mondays, 10 a.m.–noon and 5-7:30 p.m.** (except January 2 and 16, February 20 and May 28)
- **Tuesdays and Thursdays, 10 a.m.–noon**
- Register up to two weeks in advance.

Learn It! Self-Paced Tutorials for Seniors. See *Learn It! Self-Paced Tutorials* description.

- **Wednesdays, 1–3 p.m.**
Register up to two weeks in advance.

File Management. Learn to rename, copy, move, delete, organize, find and manage files and folders within Windows. **Prerequisites:** Computer Skills I and proficiency using keyboard and mouse.

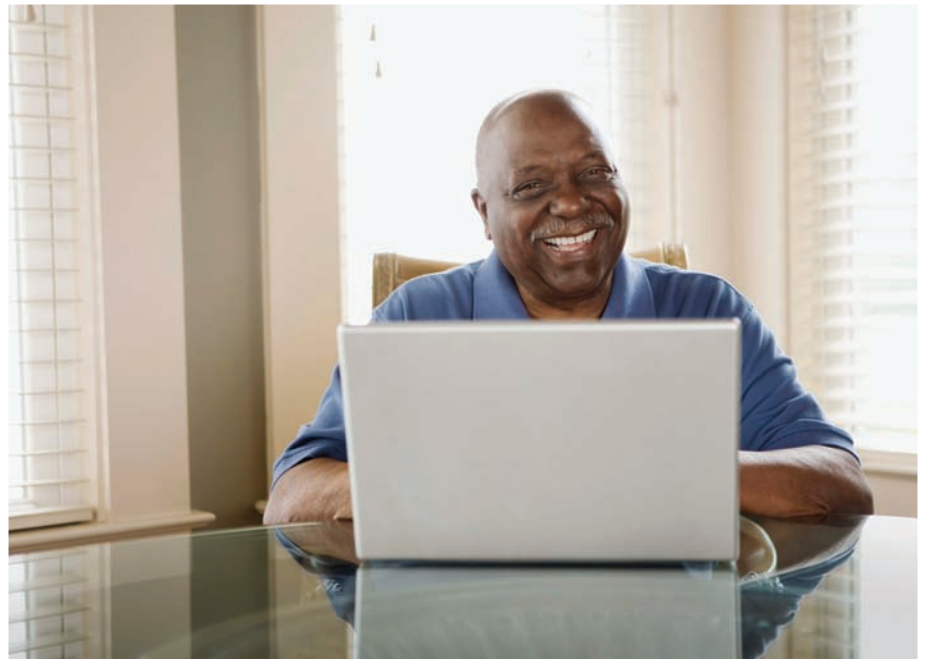
- **Tuesday, January 3, 5:30–7:30 p.m.**
Registration starts December 20.
- **Thursday, February 2, 1–3 p.m.**
Registration starts January 19.
- **Tuesday, March 20, 5:30–7:30 p.m.**
Registration starts March 6.
- **Thursday, May 17, 1–3 p.m.**
Registration starts May 3.

Maintaining and Securing Your PC. Learn how to keep your computer in good health by taking precautions to protect it from viruses and performing the appropriate tasks to maintain it. **Prerequisites:** Computer Skills I and Internet Basics or permission.

- **Friday, January 20, 10 a.m.–noon**
Registration starts January 6.
- **Tuesday, March 27, 5:30–7:30 p.m.**
Registration starts March 13.
- **Wednesday, May 9, 10 a.m.–noon**
Registration starts April 25.

Basic Spreadsheets. Learn skills for working with spreadsheets using Microsoft Excel, including entering and editing data, formulas, functions, format painter and printing. **Prerequisites:** Computer Skills I or permission.

- **Tuesday, February 14, 5:30–7:30 p.m.**
Registration starts January 31.



- **Friday, April 20, 10 a.m.–noon**
Registration starts April 6.
- **Thursday, June 21, 1–3 p.m.**
Registration starts June 7.

Basic Word Processing. Learn skills for working with documents using Microsoft Word, including entering and editing text, opening and saving documents, formatting, using find-and-replace and where to go for help. **Prerequisites:** Computer Skills I or permission.

- **Wednesday, February 29, 10 a.m.–noon**
Registration starts February 15.
- **Friday, April 6, 10 a.m.–noon**
Registration starts March 23.
- **Friday, May 18, 1–3 p.m.**
Registration starts May 4.
- **Tuesday, June 5, 5:30–7:30 p.m.**
Registration starts May 22.

Introduction to Digital Photos.

Find out about the basics of digital imaging, including megapixels, picture formats and camera types. Plus, learn to use Picasa software application for basic image manipulation, organization and making backup CDs of your photos. **Prerequisites:** Computer Skills I and Internet Basics or permission.

- **Tuesday, February 7, 5:30–7:30 p.m.**
Registration starts January 24.
- **Friday, March 16, 10 a.m.–noon**
Registration starts March 2.
- **Monday, April 23, 1–3 p.m.**
Registration starts April 9.
- **Friday, June 15, 10 a.m.–noon**
Registration starts June 1.

Internet Skills

Internet Basics. Learn how to navigate the Internet using your browser's menus and tool bars. Access websites by typing in a Web address or using search engines, directories or other starter points. **Prerequisites:** Computer Skills I or proficiency using keyboard and mouse.

- **Monday, January 9, 1–3 p.m.**
Registration starts December 22.
- **Thursday, January 26, 1–3 p.m.**
Registration starts January 12.
- **Tuesday, January 31, 5:30–7:30 p.m.**
Registration starts January 17.
- **Monday, February 13, 1–3 p.m.**
Registration starts January 30.

- **Thursday, March 1, 1–3 p.m.**
Registration starts February 16.
- **Tuesday, March 13, 5:30–7:30 p.m.**
Registration starts February 28.
- **Monday, March 19, 1–3 p.m.**
Registration starts March 5.
- **Thursday, April 5, 1–3 p.m.**
Registration starts March 22.
- **Monday, April 16, 1–3 p.m.**
Registration starts April 2.
- **Tuesday, April 24, 5:30–7:30 p.m.**
Registration starts April 10.
- **Thursday, May 10, 1–3 p.m.**
Registration starts April 26.
- **Monday, May 21, 1–3 p.m.**
Registration starts May 7.
- **Tuesday, May 29, 5:30–7:30 p.m.**
Registration starts May 15.
- **Thursday, June 14, 1–3 p.m.**
Registration starts May 31.
- **Monday, June 25, 1–3 p.m.**
Registration starts June 11.

Internet Basics for Seniors. See *Internet Basics* description.

- **Wednesday, January 18, 10 a.m.–noon**
Registration starts January 4.
- **Wednesday, February 22, 10 a.m.–noon**
Registration starts February 8.
- **Wednesday, March 28, 10 a.m.–noon**
Registration starts March 14.
- **Wednesday, May 2, 10 a.m.–noon**
Registration starts April 18.
- **Wednesday, June 6, 10 a.m.–noon**
Registration starts May 23.

E-mail for Beginners. Learn how to register for and use free Web-based email services and how to compose, read, reply to, save and forward email. **Prerequisites:** Computer Skills I or proficiency using keyboard and mouse. Internet Basics strongly recommended.

- **Friday, January 20, 1–3 p.m.**
Registration starts January 6.
- **Friday, February 3, 10 a.m.–noon**
Registration starts January 20.

- **Thursday, March 8, 1–3 p.m.**
Registration starts February 23.
- **Tuesday, May 1, 5:30–7:30 p.m.**
Registration starts April 17.

Downloading Made Easy. Learn how to download audiobooks, pictures, games, plug-Ins, updates and other software programs from the Internet and protect your computer from viruses, adware and spyware. **Prerequisites:** Computer Skills I and Internet Basics or permission.

- **Friday, January 6, 10 a.m.–noon**
Registration starts December 22.
- **Friday, March 2, 10 a.m.–noon**
Registration starts February 17.
- **Friday, May 18, 10 a.m.–noon**
Registration starts May 4.

Internet Sites for Seniors. Learn to locate informational and recreational websites of special interest to people over 60. **Prerequisites:** Computer Skills I and Internet Basics or proficiency using the Internet, keyboard and mouse.

- **Wednesday, January 25, 10 a.m.–noon**
Registration starts January 11.
- **Wednesday, April 4, 10 a.m.–noon**
Registration starts March 21.
- **Wednesday, June 13, 10 a.m.–noon**
Registration starts May 30.

Beyond Google: Internet Searching. Improve searching skills with an in-depth look at search engines, directories and the invisible Web, including advanced searching options and tips. **Prerequisites:** Computer Skills I and Internet Basics and proficiency using keyboard and mouse.

- **Friday, February 17, 10 a.m.–noon**
Registration starts February 3.
- **Thursday, April 12, 1–3 p.m.**
Registration starts March 29.
- **Friday, June 1, 10 a.m.–noon**
Registration starts May 18.

Find It! Using COOLcat, the Library's Online Catalog. Use COOLcat to look up Library materials,

place holds, make suggestions, view your Library record and renew items. **Prerequisites:** Computer Skills I and Internet Basics or proficiency using the Internet, keyboard and mouse.

- **Friday, February 3, 1–3 p.m.**
Registration starts January 20.
- **Friday, April 6, 1–3 p.m.**
Registration starts March 23.
- **Friday, June 1, 1–3 p.m.**
Registration starts May 18.

Find It! Using Online Resources.

Learn how to find information on the Library's home page, Research page and online databases and how to connect to and use these products from home or work. **Prerequisites:** Computer Skills I and Internet Basics or proficiency using the Internet, keyboard and mouse.

- **Friday, January 6, 1–3 p.m.**
Registration starts December 22.
- **Friday, March 2, 1–3 p.m.**
Registration starts February 17.
- **Friday, May 4, 1–3 p.m.**
Registration starts April 20.

Introduction to Social Networking.

Learn what social networking is all about. Explore different types of social networking sites and learn how to create a Facebook and/or Twitter account and friend the Library or receive our tweets. **Prerequisites:** Computer Skills I and Internet Basics or special permission.

- **Friday, February 17, 1–3 p.m.**
Registration starts February 3.
- **Friday, April 20, 1–3 p.m.**
Registration starts April 6.
- **Friday, June 15, 1–3 p.m.**
Registration starts June 1.

Senior Surfers. Practice your Internet surfing skills. The Edge staff will be available to assist you. **Prerequisites:** Computer Skills I and Internet Basics or permission.

- **Wednesdays, 1–3 p.m.**
Register up–two weeks in advance.

EDGE MOBILE CLASS SCHEDULE

Thousands of adults have taken advantage of the wide variety of computer courses offered at the Edge Community Technology Center. Now with the Edge Mobile Classes you can receive this training at a library branch that's near you. Edge staff brings portable laptop labs to provide hands-on training for beginners and advanced students in Internet basics, email, resumé writing and computer software applications.

FOR INFORMATION OR TO REGISTER, CALL THE BRANCH LIBRARY.

Computer Skills I. Brush up on existing mouse and keyboard skills and learn the basics of word processing, including simple formatting, saving and printing documents. **Prerequisites:** Experience using keyboard and mouse.

Ash Grove Branch Library

For information or registration call 751-2933.

- **Thursday, January 19, 10 a.m.–noon**
Registration starts December 1.
- **Thursday, March 15, 10 a.m.–noon**
Registration starts February 1.
- **Thursday, May 17, 10 a.m.–noon**
Registration starts April 1.

Brentwood Branch Library

For information or registration call 883-1974.

- **Friday, January 13, 10 a.m.–noon**
Registration starts December 1.
- **Friday, March 9, 10 a.m.–noon**
Registration starts February 1.
- **Friday, May 11, 10 a.m.–noon**
Registration starts April 1.

Fair Grove Branch Library

For information or registration call 759-2637.

- **Thursday, February 16, 10 a.m.–noon**
Registration starts January 1.
- **Thursday, April 12, 10 a.m.–noon**
Registration starts March 1.
- **Thursday, June 14, 10 a.m.–noon**
Registration starts May 1.

Library Center

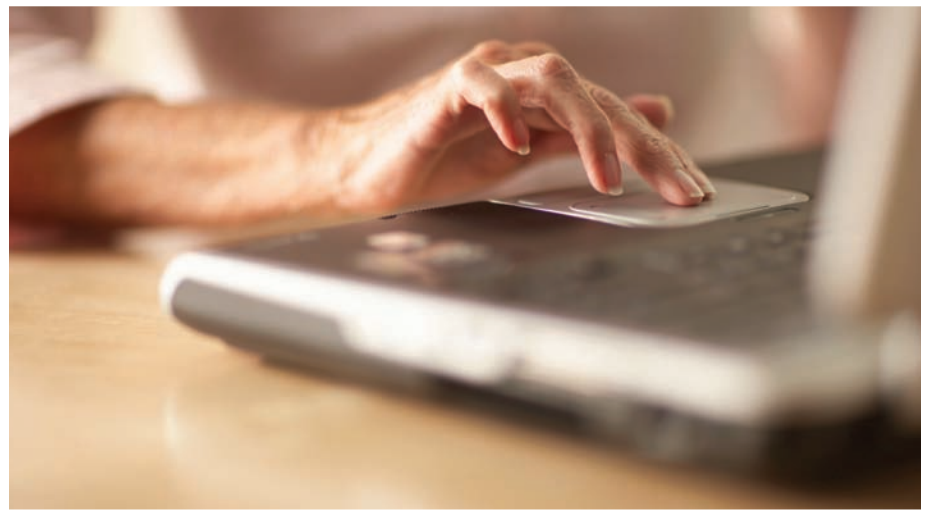
For information or registration call 882-0714.

- **Tuesday, January 3, 10 a.m.–noon**
Registration starts December 1.
- **Tuesday, March 6, 10 a.m.–noon**
Registration starts February 1.
- **Tuesday, May 1, 10 a.m.–noon**
Registration starts April 1.

Library Station

For information or registration call 865-1340.

- **Wednesday, January 11, 1–3 p.m.**
Registration starts December 1



- **Wednesday, March 14, 1–3 p.m.**
Registration starts February 1.
- **Wednesday, May 9, 1–3 p.m.**
Registration starts April 1.

Republic Branch Library

For information or registration call 732-7284.

- **Friday, January 6, 10 a.m.–noon**
Registration starts December 1.
- **Friday, March 2, 10 a.m.–noon**
Registration starts February 1.
- **Friday, May 4, 10 a.m.–noon**
Registration starts April 1.

Stafford Branch Library

For information or registration call 736-9233.

- **Monday, January 23, 1–3 p.m.**
Registration starts December 1.
- **Monday, March 19, 10 a.m.–noon**
Registration starts February 1.
- **Monday, May 21, 10 a.m.–noon**
Registration starts May 21.

Willard Branch Library

For information or registration call 742-4258.

- **Monday, January 9, 1–3 p.m.**
Registration starts December 1.
- **Monday, March 5, 10 a.m.–noon**
Registration starts February 1.
- **Monday, May 7, 10 a.m.–noon**
Registration starts April 1.

Computer Skills II. Learn to identify common Windows elements, use the taskbar, start and program menus, and explore control panel settings, including various display options. **Prerequisites:** Experience using keyboard and mouse.

Brentwood Branch Library

For information or registration call 883-1974.

- **Friday, January 27, 1–3 p.m.**
Registration starts December 1.
- **Friday, March 23, 1–3 p.m.**
Registration starts February 1.
- **Friday, May 25, 1–3 p.m.**
Registration starts May 25.

Library Center

For information or registration call 882-0714.

- **Tuesday, January 17, 1–3 p.m.**
Registration starts December 1.
- **Tuesday, March 20, 1–3 p.m.**
Registration starts February 1
- **Tuesday, May 15, 1–3 p.m.**
Registration starts April 1.

Library Station

For information or registration call 865-1340.

- **Wednesday, January 25, 10 a.m.–noon**
Registration starts December 1.
- **Wednesday, March 28, 10 a.m.–noon**
Registration starts March 28.

- **Wednesday, May 23, 10 a.m.–noon**
Registration starts April 1.

Republic Branch Library

For information or registration call 732-7284.

- **Friday, January 20, 1–3 p.m.**
Registration starts December 1.
- **Friday, March 16, 1–3 p.m.**
Registration starts February 1.
- **Friday, May 18, 1–3 p.m.**
Registration starts April 1.

Downloading Made Easy. Learn how to download audiobooks, pictures, games, plug-ins, updates and other software programs from the Internet. **Prerequisites:** Computer Skills I and Internet Basics or permission from Instructor.

Brentwood Branch Library

For information or registration call 883-1974.

- **Friday, February 24, 1–3 p.m.**
Registration starts January 1.

Library Center

For information or registration call 882-0714.

- **Tuesday, February 21, 1–3 p.m.**
Registration starts January 1.

Republic Branch Library

For information or registration call 732-7284.

- **Friday, February 17, 1–3 p.m.**
Registration starts January 1.

Email for Beginners. Learn how to register for and use free Web-based email services and how to compose, read, reply to, save and forward email. **Prerequisites:** Experience using keyboard and mouse.

Brentwood Branch Library

For information or registration call 883-1974.

- **Friday, April 27, 1–3 p.m.**
Registration starts March 1.

Library Center

For information or registration call 882-0714.

- **Tuesday, April 17, 1–3 p.m.**
Registration starts March 1.

Library Station

For information or registration call 865-1340.

- **Wednesday, April 25, 10 a.m.–noon**
Registration starts March 1.

Republic Branch Library

For information or registration call 732-7284.

- **Friday, April 20, 1–3 p.m.**
Registration starts March 1.

File Management. Learn to rename, copy, move, delete, organize, find and manage files and folders within Windows. **Prerequisites:** Computer Skills I and proficiency using a keyboard and mouse.

Brentwood Branch Library

For information or registration call 883-1974.

- **Friday, June 22, 1–3 p.m.**
Registration starts May 1.

Library Center

For information or registration call 882-0714.

- **Tuesday, June 19, 1–3 p.m.**
Registration starts May 1.

Library Station

For information or registration call 865-1340.

- **Wednesday, February 22, 10 a.m.–noon**
Registration starts January 1.
- **Wednesday, June 27, 10 a.m.–noon**
Registration starts May 1.

Republic Branch Library

For information or registration call 732-7284.

- **Friday, June 15, 1–3 p.m.**
Registration starts May 1.

Internet Basics. Learn how to navigate the Internet using your browser's menus and toolbars. Access websites by typing in a Web address or using search engines, directories or other starting points. **Prerequisites:** Experience using keyboard and mouse.

Ash Grove Branch Library

For information or registration call 751-2933.

- **Thursday, January 19, 1–3 p.m.**
Registration starts December 1.
- **Thursday, March 15, 1–3 p.m.**
Registration starts February 1.
- **Thursday, May 17, 1–3 p.m.**
Registration starts April 1.

Brentwood Branch Library

For information or registration call 883-1974.

- **Friday, February 10, 10 a.m.–noon**
Registration starts January 1.
- **Friday, April 13, 10 a.m.–noon**
Registration starts March 1.

- **Friday, June 8, 10 a.m.–noon**
Registration starts May 1.

Fair Grove Branch Library

For information or registration call 759-2637.

- **Thursday, February 16, 1–3 p.m.**
Registration starts January 1.
- **Thursday, April 12, 1–3 p.m.**
Registration starts March 1.
- **Thursday, June 14, 1–3 p.m.**
Registration starts May 1.

Library Center

For information or registration call 882-0714.

- **Tuesday, February 7, 10 a.m.–noon**
Registration starts January 1.
- **Tuesday, April 3, 10 a.m.–noon**
Registration starts March 1.
- **Tuesday, June 5, 10 a.m.–noon**
Registration starts May 1.

Library Station

For information or registration call 865-1340.

- **Wednesday, February 8, 1–3 p.m.**
Registration starts January 1.
- **Wednesday, April 11, 1–3 p.m.**
Registration starts March 1.
- **Wednesday, June 13, 1–3 p.m.**
Registration starts May 1.

Republic Branch Library

For information or registration call 732-7284.

- **Friday, February 3, 10 a.m.–noon**
Registration starts January 1.
- **Friday, April 6, 10 a.m.–noon**
Registration starts March 1.
- **Friday, June 1, 10 a.m.–noon**
Registration starts May 1.

Stafford Branch Library

For information or registration call 736-9233.

- **Monday, February 27, 1–3 p.m.**
Registration starts January 1.
- **Monday, April 16, 10 a.m.–noon**
Registration starts April 1.
- **Monday, June 18, 10 a.m.–noon**
Registration starts May 1.

Willard Branch Library

For information or registration call 742-4258.

- **Monday, February 6, 1–3 p.m.**
Registration starts January 1.
- **Monday, April 2, 10 a.m.–noon**
Registration starts March 1.

EDGE MOBILE CLASS SCHEDULE

- **Monday, June 4, 10 a.m.–noon**
Registration starts May 1.

Learn It! Self-Paced Tutorials.

Learn at your own pace using a variety of tutorial software. Instruction available on basic computer skills, organizing files and folders, Windows 7, Internet Explorer, Photoshop, QuickBooks, Dreamweaver, and Microsoft products including Word, Access, Excel, PowerPoint and others. Practice your typing, work on a resumé, or complete an online application. **Prerequisite:** Experience using keyboard and mouse. See pages 9-14 for a list of available tutorials.

Brentwood Branch Library

For information or registration call 883-1974.

- **Friday, January 13, 1-3 p.m.**
Registration starts December 1.
- **Friday, January 27, 10 a.m.–noon**
Registration starts December 1.
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Registration starts May 1.
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Registration starts May 1.

Library Center

For information or registration call 882-0714.

- **Tuesday, January 3, 1-3 p.m.**
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Registration starts April 1.
- **Tuesday, May 15, 10 a.m.–noon**
Registration starts April 1.
- **Tuesday, June 5, 1-3 p.m.**
Registration starts May 1.
- **Tuesday, June 19, 10 a.m.–noon**
Registration starts May 1.

Library Station

For information or registration call 865-1340.

- **Wednesday, January 11, 10 a.m.–noon**
Registration starts December 1.
- **Wednesday, January 25, 1-3 p.m.**
Registration starts December 1.
- **Wednesday, February 8, 10 a.m.–noon**
Registration starts January 1.
- **Wednesday, February 22, 1-3 p.m.**
Registration starts January 1.
- **Wednesday, March 14, 10 a.m.–noon**
Registration starts February 1.
- **Wednesday, March 28, 1-3 p.m.**
Registration starts February 1.
- **Wednesday, April 11, 10 a.m.–noon**
Registration starts March 1.
- **Wednesday, April 25, 1-3 p.m.**
Registration starts March 1.
- **Wednesday, May 9, 10 a.m.–noon**
Registration starts April 1.
- **Wednesday, May 23, 1-3 p.m.**
Registration starts April 1.
- **Wednesday, June 13, 10 a.m.–noon**
Registration starts May 1.
- **Wednesday, June 27, 1-3 p.m.**
Registration starts May 1.

Republic Branch Library

For information or registration call 732-7284.

- **Friday, January 6, 1-3 p.m.**
Registration starts December 1.
- **Friday, January 20, 10 a.m.–noon**

Registration starts December 1.

- **Friday, February 3, 1-3 p.m.**
Registration starts January 1.
- **Friday, February 17, 10 a.m.–noon**
Registration starts January 1.
- **Friday, March 2, 1-3 p.m.**
Registration starts February 1.
- **Friday, March 16, 10 a.m.–noon**
Registration starts February 1.
- **Friday, April 6, 1-3 p.m.**
Registration starts March 1.
- **Friday, April 20, 10 a.m.–noon**
Registration starts April 20.
- **Friday, May 4, 1-3 p.m.**
Registration starts April 1.
- **Friday, May 18, 10 a.m.–noon**
Registration starts April 1.
- **Friday, June 1, 1-3 p.m.**
Registration starts May 1.
- **Friday, June 15, 10 a.m.–noon**
Registration starts May 1.

Stafford Branch Library

For information or registration call 736-9233.

- **Monday, January 23, 4-6 p.m.**
Registration starts January 23.
- **Monday, February 27, 4-6 p.m.**
Registration starts January 1.
- **Monday, March 19, 1-3 p.m.**
Registration starts February 1.
- **Monday, April 16, 1-3 p.m.**
Registration starts March 1.
- **Monday, May 21, 1-3 p.m.**
Registration starts April 1.
- **Monday, June 18, 1-3 p.m.**
Registration starts May 1.

Willard Branch Library

For information or registration call 742-4258.

- **Monday, January 9, 4-6 p.m.**
Registration starts December 1.
- **Monday, February 6, 10 a.m.–noon**
Registration starts January 1.
- **Monday, March 5, 1-3 p.m.**
Registration starts February 1.
- **Monday, April 2, 1-3 p.m.**
Registration starts March 1.
- **Monday, May 7, 1-3 p.m.**
Registration starts April 5.
- **Monday, June 4, 1-3 p.m.**
Registration starts May 1.

COMPUTER, INTERNET AND SOFTWARE SKILLS INSTRUCTIONAL SOFTWARE AND VIDEOS

We have a variety of instructional software, both interactive and non-interactive, and training videos available to help you learn some of the most commonly used computer programs, at a speed you're comfortable with.

When to schedule these resources:

At the Edge Community Technology Center at Midtown Carnegie Branch Library

- Mondays, 10 a.m.-noon and 5-7:30 p.m. (except January 2 and 16, February 20 and May 28.
- Tuesdays and Thursdays, 10 a.m.-noon
- Register up to two weeks in advance; call 837-5011.

For seniors at the Edge Community Technology Center at Midtown Carnegie Branch Library

- Wednesdays, 1-3 p.m.
- Register up to two weeks in advance; call 837-5011.

Edge Mobile at various branches

- See schedule on page 8; register by calling the branch library.

INTERACTIVE INSTRUCTIONAL SOFTWARE

Put on your headphones and follow along step-by-step as an online teacher guides you through new technology and software skills. Didn't understand something? Just back up and go over it again. Interactive sessions allow you the opportunity to take part in practice exercises and quizzes to reinforce your skills as you go. You learn at your own pace.

Mouse Tutorial. Teaches basic skills of moving, clicking, double-clicking and dragging.

Basic Skills. Teaches basic skills for working with Windows

Computer Basics. Teaches essential computer concepts and terminology.

Computer Instructed Keyboarding. Learn or improve your keyboarding or 10-key number pad skills. This software customizes typing lessons in English or Spanish.

File Management. Teaches basic skills for working with the computer's filing system. Covers creating and saving files, finding files, opening and modifying files, folders, shortcuts, and more.

Exploring the Web. Teaches concepts and skills needed for working with the Web.

Beginning Word Processing (Using MS Word). Teaches creating documents, entering and adding text, saving, opening, formatting, fonts, spelling and grammar, printing, and more.

Intermediate Word Processing (Using MS Word). Teaches views, spacing, bullets, numbering, header and footer, breaks, hyperlinks, clip art, tables, columns and more.

Basic Spreadsheets (Using MS Excel). Teaches entering and editing data, formulas, functions, saving and opening workbooks, alignment, sizing, printing and more.

Intermediate Spreadsheets (Using MS Excel). Teaches inserting and deleting rows and columns, modifying formulas, cell borders, adding clip art and charts.

Basic Presentations (Using PowerPoint). Teaches adding and editing slides, backgrounds, bullets, saving a slide show, print setup and printing.

Intermediate Presentations (PowerPoint). Teaches adding text boxes, clip art, pictures, drawings, tables, charts, movies, sounds, and transitions and templates.

NON-INTERACTIVE TRAINING VIDEOS

Learn new software skills through Web-based video instruction. Most combine explanation and demonstration and many include optional practice labs.

These resources are also available at public computers at all branch libraries. Call the Reference Department at your neighborhood branch for available times and course details.

- Access
- Excel
- Word
- Outlook
- PowerPoint
- Web Design



LOTS OF OTHER INSTRUCTIONAL SOFTWARE AND TRAINING VIDEOS!

These great training resources combine explanation and video demonstration instruction at a pace you control and in language you can understand. Many topics have practice exercises to help you learn.

This is only a partial list of all the courses available. Call The EDGE for more titles and course details.

Home Computing

From basic computing to photo and video editing, learn to make the most of your home computer with lessons on Windows, Mac OS, social networking, iPhone and iPad, home office, personal finance, general photography, video, music and more.

- **Computer Literacy for the Mac**
- **Computer Literacy for Windows**
- **Computer Privacy and Security Essential Training**
- **Corel Paint Shop**
- **Creating an Effective Resume**
- **Digital Photography Principles**
- **eBay for Buyers Essential Training**
- **eBay for Sellers Essential Training**
- **Effective Email**
- **Excel**
- **Facebook Essential Training**
- **Flickr Essential Training**
- **Garage Band**
- **Gmail Essential Training**
- **Google Calendar Essential Training**
- **Google Docs Essential Training**
- **Google+ First Look**
- **iDVD**
- **iMovie**
- **iPad Tips and Tricks**
- **iPhone and iPod Touch Essential Training**
- **iPhoto**
- **iTunes**



- **iWeb**
- **LinkedIn Essential Training**
- **Mac OS (several versions)**
- **MobileMe Essential Training**
- **Outlook**
- **PayPal Essential Training**
- **Photoshop Elements**
- **Picasa**
- **PowerPoint**
- **Premiere Elements**
- **Publisher**
- **Quickbooks**
- **Quicken**
- **Scanning Techniques**
- **Switching from Windows to Mac**
- **Twitter Essential Training**
- **Vimeo**
- **Windows 7**
- **Windows Vista**
- **Windows XP**
- **Word**
- **Word for Mac**
- **WordPerfect**
- **YouTube Essential Training**

Business

Learn how you can make your business computer work for your business with courses covering business skills, office suites, databases, operating systems, presentation creation, productivity,

accounting and finance, project management, networking and online marketing.

- **Access**
- **Acrobat**
- **Adobe Connect**
- **Blackboard Essential Training for Instructors**
- **Blackboard Essential Training for Students**
- **Captivate**
- **Computer Literacy for the Mac**
- **Computer Literacy for Windows**
- **Contribute**
- **Creating an Effective Resume**
- **eBay for Sellers Essential Training**
- **Effective Email**
- **Effective Meetings**
- **Effective Presentations**
- **Excel**
- **Facebook Essentials**
- **FileMaker Pro**
- **Gmail Essential Training**
- **Gmail for Power Users**
- **Google Calendar Essential Training**
- **Google Docs Essential Training**
- **Google+ First Look**
- **iPad Tips and Tricks**
- **Keynote**

- **LinkedIn Essential Training**
- **Mac OS**
- **Moodle**
- **OneNote**
- **OpenOffice**
- **Outlook**
- **PayPal Essential Training**
- **PowerPoint**
- **Project**
- **Publisher**
- **QuickBooks**
- **Quicken**
- **Scanning Techniques**
- **SharePoint**
- **Social Media Marketing with Facebook and Twitter**
- **Time Managements Fundamentals**
- **Twitter Essential Training**
- **Vimeo Essential Training**
- **Viseo**
- **Windows 7**
- **Windows Vista**
- **Windows XP**
- **Word**
- **YouTube Essential Training**

3D + Animation

Interested in developing 3D and animation skills? These courses will help you learn character design, character animation, modeling, game design, visual affects, CAD architecture and more.

- **3ds Max**
- **AutoCAD**
- **CINEMA 4D**
- **Google SketchUp**
- **Maya**
- **Photoshop**
- **Revit Architecture**
- **zBrush**

Audio Training

Take digital music and other audio files to the next level with courses on music production, recording, mixing and

mastering, scoring and composition and plug-ins.

- **GarageBand**
- **Logic Pro**
- **Pro Tools**
- **Soundbooth**
- **Soundtrack Pro**

Design Training

Are you a graphic artist or interested in learning to use graphic design software? Keep your skills up-to-date with programs on digital imaging, digital illustration, color, layout, typography and projects.

- **Corel Painter**
- **CorelDRAW**
- **Illustrator**
- **InDesign**
- **Photoshop**
- **QuarkXPress**

Photography Training

Whether you're an amateur or professional photographer, courses on cameras and gear, photo editing, photo management, lighting, printing and sharing can help you make the most of your photos.

- **Aperture**
- **Creating Photo EBooks with Blurb**
- **Douglas Kirkland on Photography**
- **Family Photography**
- **Flickr Essential Training**
- **Foundations of Photography**
- **Photo Restoration with Photoshop**
- **Photoshop**
- **Picasa**
- **Scanning Techniques**
- **Shooting with Wireless Flash**

Video Training

Break into the world of video production or update your skills with training on visual effects, motion graphics, editing, Web and mobile,

DVD authoring, compression and compositing.

- **After Effects**
- **Compressor**
- **Encore**
- **Final Cut**
- **iMovie**
- **Motion**
- **Photoshop**
- **Premiere Pro**
- **Vimeo**
- **Windows Live Movie Maker**
- **YouTube Essential Training**

Web, Interactive and Developer Skills

Learn to build and update software and websites with courses on development tools, platforms, databases, languages, mobile and application servers, HTML, CSS, graphics and animation, projects, scripting lanuages, CMS and blogs.

- **ActionScript**
- **Captivate**
- **ColdFusion**
- **Contribute**
- **Dreamweaver**
- **CSS**
- **Drupal**
- **Fireworks**
- **Flash**
- **Flex**
- **HTML5**
- **Illustrator**
- **InDesign**
- **JavaScript**
- **Joomla!**
- **jQuery**
- **Mobile Web Design and Development**
- **Photoshop**
- **SharePoint**
- **SQL**
- **Visio**
- **WordPress**
- **XHTML**

CAREER AND PERSONAL DEVELOPMENT SKILL BUILDERS

Go at your own pace with these DVDs and interactive CD-ROMs that will help you learn the skills you need to succeed in life and the workplace.

When to schedule these resources:

At the Edge Community Technology Center at Midtown Carnegie Branch Library


- Mondays, 10 a.m.-noon and 5-7:30 p.m. (except January 2 and 16, February 20 and May 28.
- Tuesdays and Thursdays, 10 a.m.-noon
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Edge Mobile at various branches

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Titles marked with  are available on public computers at all branch libraries. Call the Reference Department at your neighborhood branch for available times and course details.


DVD AND CD-ROM TOPICS


21st Century Leadership. Learn how to motivate your team, how to use coaching for outstanding results and the secrets of exceptional managers. *Part 1: 37 minutes; Part 2: 43 minutes.*


The Art of Communication.

Learn to write compelling business documents, deliver show-stopping presentations and conduct productive meetings. Discover new brainstorming techniques and ways to turn on your natural creativity. *1-2 hours.*

 **The Art of Organization.** Become an organizational wizard by learning the three R's of organization: Reduce, Refer and Rearrange. *1-2 hours.*


 **The Art of Stress Management.** Learn stress management skills and techniques to increase productivity and maintain a positive attitude. *1-2 hours.*


 **Assertiveness.** Learn how to respond appropriately to workplace challenges with these 12 powerful action steps. *1-2 hours.*


 **Attitude for Success.** Focus on developing and renewing a positive outlook with these eight attitude adjustment techniques. *1-2 hours.*

Be Prepared for Meetings. Learn how to lead business meetings, start group participation, maintain pacing, create and stick to an agenda, control problem participants, get results and close on schedule. *24 minutes.*

Be Prepared to Lead. Learn four distinct management approaches and which employees respond best to the different methods. *27 minutes.*

 **The Business of Listening.** Learn 10 steps to control emotional “hot buttons” and the impact of good listening skills on productivity. *1-2 hours.*

 **Call Center Success.** Learn the six factors of professionalism, how customers behave, what customers expect and techniques for more effective communication with customers - all while maintaining a positive attitude. *1-2 hours.*

 **Calming Upset Customers.** Learn how to distinguish between a disturbed and upset customer and how to collaborate with each toward a positive, win-win outcome. *1-2 hours.*


Comedy Central Presents: The Essentials of Great Service. Saturday Night Live comedian Darrell Hammond walks through a deli to witness customer service in action. The camera follows employees as they repeatedly display the two behaviors that create great customer

service: Anticipation of needs and doing a little something extra. *17 minutes.*

Criticism: Giving and Taking. Learn how to turn both giving and taking criticism to your benefit, the guiding rules of criticism, the three-step formula for successful criticism, how to control emotions, how to keep criticism on track and when to criticize and when not to. *21 minutes.*

Creating the Repeat Customer. Develop loyal customers by learning how to make a good first—and lasting—impression, show competence by answering customer questions quickly, give customers more service than they expect, create personal relationships with your customers and resolve conflicts immediately. *17 minutes.*

Dealing with the Irate Customer II. Learn how to connect with the angry customer, show empathy, guide the customer's attention toward solving the problem, use positive language, have the customer make small decisions, know what you can offer and when to draw the line. *21 minutes.*

 **Delivering Effective Training Sessions.** Learn how to use icebreakers, audio and visual aids, group interaction and personal style to deliver an effective presentation. *1-2 hours.*

 **Diversity Dynamics.** Want to implement a company-wide diversity



training program? Learn how to expose key issues, get your management's buy-in, develop and implement your plan, and more. *1-2 hours.*

Doubling Your Productivity.

Discover the best ways to eliminate time wasters, new strategies for using your time, increase your personal power and make yourself more valuable and keys for staying motivated. *Part 1: 58 minutes; Part 2: 40 minutes.*

Effective Meeting Skills. Learn how to spot and avoid meeting problems in advance, how to handle conflict and digression and how to improve future meetings through evaluation and feedback. *1-2 hours.*

Effective Performance

Appraisals. This course will help you fashion a well-planned and thoughtful process for creating and conducting performance appraisals. *1-2 hours.*

Excellence in Supervision. Discover the critical success factors supervisors need to create a positive, powerful, motivating environment for employees. *1-2 hours.*

Getting Ahead By Getting Along.

Learn how to cooperate with different work styles and eliminate most co-worker conflicts. *16 minutes.*

Giving and Receiving Feedback.

Learn how to offer constructive, rather than critical, suggestions for improving performance and to receive feedback with a receptive, not defensive, attitude with real-world case studies and behavioral examples. *1-2 hours.*

Handling Conflict and

Confrontation. Learn tactics to help defuse volatile situations and remain in control when tempers flare and emotions overheat. *1-2 hours.*

How to Coach an Effective Team.

Learn new communication approaches that will get everyone to pull together, while inspiring trust, commitment and respect. *1-2 hours.*

How to De-Junk Your Life. Learn easy-to-apply techniques to eliminate

the junk that clutters every area of your life. The new, super-organized you will be more productive, more efficient, happier and much less stressed. *65 minutes.*

How to Get Things Done.

Learn how to determine what's urgent, ways to overcome procrastination, how to streamline email and manage distractions. *69 minutes.*

How to Have a Terrific Day, Every Day!

Learn the basic habit patterns of winners, techniques for overcoming worry, how to help others be more positive, and dozens of ideas to make sure that every day is a terrific day. *75 minutes.*

How to Manage Multiple Projects, Meet Deadlines and Achieve Objectives.

Identify habits that limit your effectiveness and learn techniques for realistic planning and better time management. *1 hour 40 minutes.*

How to Say It.

Learn to slow down to think before speaking, tailor each message for its intended audience, discover the power of speaking in the active tense and choose words that gain cooperation and positive results. *18 minutes.*

How to Supervise People.

Effective leadership is within your reach with this step-by-step interactive media course. *1-2 hours.*

How to Write and Deliver Great Speeches: The Toastmasters Guide to Public Speaking.

This guide to public speaking gives you tips for vivid and compelling speech writing and teaches you specific presentation skills that lead to a polished delivery. You will also learn strategies to control public speaking nervousness. *35 minutes.*

Leadership Skills for Women.

Let the experts show you how to overcome stereotypes of women as leaders and develop the characteristics of effective leaders. *1-2 hours.*

Listening Under Pressure: The Customer Service Challenge.

This training video teaches you three

effective listening skills that will help you stay focused and keep your customers happy by showing them you care. *14 minutes.*

Manage Time. Maintain your schedules, priorities and commitments without running behind. Learn to effectively plan and prioritize each day, week and month, and make space for all the important things in your life. *1-2 hours.*

Managing Cross-Generational Teams. Learn to reduce team conflict and misunderstanding and draw out the best contributions from each person to create a richly diverse, dynamic team. *Audio only; 60 minutes.*

Managing Disagreement. Learn the nine ways to approach and deal with disagreement and see examples of each of these styles illustrated in dramatic vignettes. *1-2 hours.*

Managing Employees Who Have Rotten Attitudes or Lousy People Skills. Learn to turn your most frustrating staff into valuable contributors. *Audio only; 60 minutes.*

Managing for Commitment. This course provides organizations and supervisors specifically defined steps for establishing good management skills and increasing employee trust and loyalty. *1-2 hours.*

Memory Power. Learn how to prepare yourself to give presentations without notes and retain information from books, seminars and important meetings and how to instantly remember names and faces. *115 minutes.*

Men and Women Working Together. The ability of men and women to work together successfully is crucial in any workplace. Learn to develop the awareness and skills necessary to resolve conflicts and to meet other challenges that arise, and communication tools for everyday use. *1-2 hours.*

Mentoring. This training explains the many styles of mentoring, how to understand mentee needs and what types



of behaviors to practice and avoid and includes handling unique situations and cross-cultural and gender issues. *1-2 hours.*

☉ **Motivation and Goal Setting.**

This course will help you determine your goals and give you strategic tools you can apply right away to motivate yourself toward making your goals realities.

1-2 hours.

☉ **Negaholics Session 1, 2 & 3.**

When negativity spreads unchecked in the workplace, morale plummets, motivation vanishes, productivity slows and everyone is miserable! Get real-world examples that you can use when you encounter a Negaholic. *1-2 hours.*

The Platinum Rule. Discover your own behavioral style and how to maximize its strengths and minimize its weaknesses; how to “read” the behavioral style of others quickly and accurately, the strengths, weaknesses, likes, dislikes, fears and goals of each style and strategies for creating instant rapport and better compatibility with each behavioral style. *110 minutes.*

The Power of Positive Discipline.

Learn the best ways to clarify what’s expected, convince the employee that change is necessary, get the employee’s agreement to change and come up with an action plan together. *21 minutes.*

The Power of Vision. Discover tools practiced by some of the most successful people to overcome obstacles and achieve even greater levels of success and new ways of using your imagination to attract more good things into your life. *122 minutes.*

Power Talking. Discover how to be more positive and persuasive in everyday conversational interactions, whether routinely communicating with co-workers or clients, or defusing hostile customers. *125 minutes.*

The Power to Persuade.

These Seven Insights will inspire you to take charge of your most important aspirations. Learn how to win people over by helping them win as well. *Part 1: 32 minutes; Part 2: 35 minutes.*

Powerful Communication Skills.

Learn to identify the key elements of communicating and learn specific techniques for improvement. *1-2 hours.*

Powerful Presentation Skills.

Learn to skillfully present your ideas with impact and confidence with an innovative, practical approach. *1-2 hours.*

☉ **Preventing Sexual Harassment in the Workplace.** This program includes interactive, real-world examples and assessments that demonstrate the law and examine your role, rights and responsibilities in dealing with sexual harassment. Learn how to develop and enforce a clear company policy that is in compliance with the Civil Rights Act of 1964. *1-2 hours.*

Profit Producing People Skills.

Discover practical techniques and easy-to-implement strategies for bettering your communications in all of the critical areas, including voice mail, email, thank-you notes, face-to-face communications and other subtopics. *Part 1: 46 minutes; Part 2: 39 minutes.*

The Science of Positive Focus. This seminar, by one of America’s leading authorities on the development of human potential and personal effectiveness, inspires you toward peak performance and high levels of achievement. *Part 1: 60 minutes; Part 2: 64 minutes.*

Serving Customers, Helping People. Learn how making your customers feel welcome, asking and

listening, giving your undivided attention, going the extra mile and showing appreciation can improve your customer relationships. *16 minutes.*

Sexual Harassment: A Common Sense Approach for Employees.

The employee version of this sexual harassment training is designed to help employees with both the gray areas and the obvious. Viewers will see realistic scenes that are clearly sexual harassment, and others that are probably just a lapse in good judgment. *25 minutes.*

Sexual Harassment: A Common Sense Approach for Managers.

Learn how to recognize and prevent sexual harassment and a supervisor’s responsibilities to respond promptly and appropriately. *32 minutes.*

Shortcuts to Creating and Maintaining Organized Files and Records.

Learn just how easy it can be to organize your records, documents, articles, memos, computer files, email and faxes. This filing system will allow you to find anything in one minute or less and will help you maintain your system at peak efficiency. *67 minutes.*

☉ **Telephone Collections Session 1 & 2.**

Learn the core concepts, skills and knowledge to effectively increase collection of accounts receivable. *1-2 hours.*

Time Management: Getting Control of Your Life and Work.

Learn to better manage your time with proven and actionable steps that will make each day more successful and more productive—but without added stress. *26 minutes.*

The Un-Breakable Laws of Self-Confidence. Learn the most critical laws for literally reprogramming your mind and boosting your self-confidence to a new level. *Part 1: 48 minutes; Part 2: 50 minutes.*

Would You Do Business With You? This course covers practical ideas on exceeding expectations, handling difficult situations, increasing internal teamwork and more. *Part 1: 40 minutes; Part 2: 38 minutes.*

Get more from the Library!

ONCE YOU'VE MASTERED Edge courses like "Find It! Using Online Resources" and "Downloading Made Easy" (pages 5 and 7), you'll have all the skills you need to dive into these useful and fun resources on the Library's website, *thelibrary.org*.



Need quick, reliable information? Find it on "RESEARCH" at thelibrary.org.

We have research databases on topics for every age and interest — from personal enrichment to school assignments, home life to car repair, finding a job to legal matters. You can access nearly all of it wherever you have Internet access and a valid library card. Many of the databases are also mobile-friendly or have mobile apps.

Find the complete list at *thelibrary.org/research*.

Here are just a few of your choices if you're needing ...

- **Auto repair reference** — Do-It-Yourself/Self-help
- **Job search information, cover letters, resume and interview tips** — Job & Career Accelerator
- **Academic and employment test information, GED, ACT, SAT, Postal worker, Civil Service** — Learning Express Library
- **Missouri legal forms for wills & estates, real estate, bankruptcy, power of attorney** — Gale Legal Forms
- **Extensive research** — Academic Search Elite, Literature Resource Center, Gale Virtual Reference Library

mango
languages

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Mango is an online language learning system teaching practical conversation skills for a variety of popular languages. It's fast, easy and available anywhere you get online. Best of all, it's **FREE** through your local library!

Ask your librarian or visit us online:

thelibrary.org/mango

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- **Regional, national and international newspapers, TV and radio transcripts, periodicals on business, health and science**
- **Company, industry and investment reports, market data, company histories** — Business & Company Resource Center, Business Decision, Reference USA, Value Line
- **Genealogy research, family records** — HeritageQuest Online; Ancestry.com (in-library use only)
- **Animated & read-aloud picture books** — Tumblebooks
- **Health information** — Medline, Consumer Health Complete, Reference USA Health Care



Springfield-Greene County Library District

P.O. Box 760 • Springfield, MO 65801-0760 • thelibrary.org

The Library Center

4653 S. Campbell Ave. • 882-0714

Ash Grove Branch Library

101 E. Main St., Ash Grove • 751-2933

Brentwood Branch Library

2214 Brentwood Blvd. • 883-1974

Fair Grove Branch Library

81 S. Orchard Ave., Fair Grove • 759-2637

The Library Station

2535 N. Kansas Expressway • 865-1340

Midtown Carnegie Branch Library

397 E. Central St. • 862-0135

Outreach Services

The Mobile Library • 883-5366

Walking Books • 8643-6112

Park Central Branch Library

128 Park Central Square • 831-1342

Republic Branch Library

921 N. Lindsey Ave., Republic • 732-7284

Strafford Branch Library

101 S. State Highway 125, Strafford • 736-9233

Willard Branch Library

304 E. Jackson St., Willard • 742-4258