T HE N EWARK P UBLIC L IBRARY
<u>5 WASHINGTON STREET, NEWARK, NEW JERSEY 07102</u>

PRESS RELEASE

Victoria Foundation Funds Jobs Skills Classes at the Newark Public Library

The Victoria Foundation has generously given $30,000 to the Newark Public Library for job skills classes and supporting materials. The classes for October cover the Internet, basic and advanced Email, Microsoft Word and Excel, and Introduction to Resume Preparation. Librarians will also use the grant to purchase new resume writing and interviewing guides as well as books about computer applications taught in the classes.

Library Director Wilma J. Grey thanked the Victoria Foundation for this very generous grant saying: "We are extremely grateful that the Victoria Foundation recognizes the important role that libraries play in assisting job seekers and all those who want to improve their skills. By providing funding for these classes we are given the means to present essential skills to many who otherwise would be left behind."

Classes taught in English at the Main Library for October are:
Internet: Saturday, October 12, 12:30pm-2:30pm
Wednesday, October 16, 2:00pm-4:00pm
Email 1: Thursday, October 3, 6:00pm-8:00pm
Wednesday, October 16, 6:00pm-8:00pm
Saturday, October 19, 10:00am-12:00pm
Email 2: Wednesday, October 30, 6:00pm-8:00pm
Word 1: Thursday, October 10, 6:00pm-8:00pm
Tuesday, October 15, 6:00pm-8:00pm
Word 2: Saturday, October 5, 10:00am-12:00pm
Thursday, October 24, 6:00pm-8:00pm Tuesday, October 29, 6:00pm-8:00pm
Excel 1: Saturday, October 5, 12:30pm-2:30pm
Wednesday, October 9, 6:00pm-8:00pm
Excel 2: Saturday, October 19, 12:30pm-2:30pm
Wednesday, October 23, 6:00pm-8:00pm
Thursday, October 31, 6:00-8:00pm
Introduction to Resume Preparation: Wednesday, October 2, 6:00pm-8:00pm
Saturday, October 12, 10:00am-12:00pm
Saturday, October 26, 12:30-2:30pm

Attendance is on a first come, first served basis. All classes meet in the Technology Training Center on the 3rd floor of the Main Library at 5 Washington Street. Sign-in begins on the 3rd floor in the Victoria Technology Center thirty minutes before the class time. Basic typing and Mouse skills are required for all classes. Class descriptions and additional prerequisites for each class are listed on the flyer available at the Main Library and at: www.npl.org. Recommended tutorials are listed at http://tinyurl.com/bswvoe3.

Classes taught in Spanish at the Main Library for October are:
Internet (en Español): martes, 1 de octubre, 6:00pm-8:00pm
Email 1 (en Español): martes, 8 de octubre, 6:00pm-8:00pm
sábado, 26 de octubre,10:00am-12:00pm
Email 2 (en Español): *martes, 22 de octubre, 6:00pm-8:00pm*

Asistencia es por orden de llegada. La inscripción comienza 30 minutos antes de la hora señalada en el Centro Tecnológico Victoria, 3er piso. Asegúrese de que tiene los requisitos y la experiencia previa necesaria.

The Main Library at 5 Washington Street is open Monday, Friday, and Saturday from 9:00 a.m. until 5:30 p.m. and Tuesday, Wednesday, and Thursday from 9:00 a.m.until 8:30 p.m.

Please call the staff in the Victoria Technology Center at 973-733-3603 with any questions.