

Mind Your Business

Business is Booming!

Attention recent college grads and anyone looking to jumpstart your career! Let OCLS help you develop your personal brand, career-searching abilities and technology skills! Visit ocls.info/mindyourbusiness to register for these classes and many more!

Establishing Your Personal Brand via Social Media

Orlando Public Library, Albertson Room

Sunday, November 6, 4 p.m.

Personal branding is the process of managing and optimizing the way you are presented to others. Social media is a great way to develop a personal identity, establish a reputation and stand out in your industry. Dr. Julian Chambliss, author and urban historian, will demonstrate how you can start shaping your personal and professional brand via social media.

Job Smart USA

Orlando Public Library

Tuesdays, November 1–29, 2 p.m.

Engage a knowledgeable librarian for expert job search assistance using ReferenceUSA business database and the world's No. 1 job site, indeed.com. Join us every Tuesday from 2–3 p.m. at the Orlando Public Library as we uncover job openings matched to your interests and skills. Walk-ins encouraged. Find your job, complete your resume and submit your application the same day at the Business and Career Center in the Reference Central Department.

Cash Flow: Manage Your Finances

Register for QuickBooks Levels 1–3 to learn the basic features of QuickBooks Pro and how it can be used to organize your business or personal finances.

Microsoft Excel 2013 — Getting Started

Register for Microsoft Excel 2013 1–4 to learn the basic features of Microsoft Excel, from creating worksheets to linking cells.

Microsoft Excel 2013 — Beyond the Basics

Dive into advanced techniques with Data Management 1 and 2, Formulas and Functions and Pivot Tables.

To see these and other classes at various library locations, visit ocls.info/mindyourbusiness.