

Tioga Adult Learning Lab (T.A.L.L.)

A Program of Literacy Volunteers of Broome/Tioga Counties, Inc.

in partnership with Tioga County and the Owego-Apalachin Central School District

No Cost Computer Instruction for Adults in Tioga and Surrounding Counties



T.A.L.L. Program Schedule

Late March-April-May-June 2016

Owego Free Academy (OFA), Room 105, Sheldon Guile Blvd., Owego,

Monday through Thursday evenings

Call the Literacy Volunteers office (607) 778-6406, to sign up for a class or for more info.



Date	Class, Workshop or Open Lab Time, Description of Course
Monday, March 28, 2016	Lab re-opens for April - May - June classes
Lab closed for Spring Break	Monday March 21 through Monday March 28, 2016
Lab closed for Memorial Day Holiday	Monday May 30, 2016
Choose a session: 1) March 28, 29, April 4, 5, 11, 12, 18, 19, 25, 26 Or 2) May 2, 3, 9, 10, 16, 17, 23, 24, 31, June 6, 7 OFA 6-8 pm	<u>Basics of Microsoft® Windows 7, Word & Excel</u> Learn about the Basics of Windows 7 (an operating system), use Microsoft Word 2010 to create & format documents, and use Excel 2010 to set-up, enter data, enter simple formulas on spreadsheets. Format & modify spreadsheets. A comprehensive instructional class for beginners, or those who want to refresh skills. A lot of one-on-one assistance for students!
Choose any session: Thursday, March 31 Thursday, April 21 Thursday, May 19 OFA 6-8 pm	<u>“E-Mail Basics”</u> Uncertain how to use e-mail? Need to set up an account, or have one and need practice composing, sending & replying? Students will learn how to use web-based e-mails for business or personal use, and practice sending attachments. Hands on instruction.
Choose any session: Wednesday, April 6 Wednesday, May 25 OFA 6-8 pm	<u>“Job Applications Online”</u> Unsure of how to navigate the Internet when applying for jobs online? Nearly every job application must be submitted online, learn tips to make the application process easier. The student will be able to practice online submitting a job application. Bring your questions!
March 30, April 7, 13, 20 May 12, 18, 26, June 9 OFA 5:30 – 9 pm	<u>Open Lab 5:30-9 p.m. evenings at OFA room 105 & TEC Thursdays 2-4 pm</u> Come in and access high speed internet, practice keyboarding, check e-mail, apply for jobs online, format (type) your resume, or utilize any of the Microsoft Office programs. Staff available to assist students individually.
Wednesday & Thursday, May 4 & 5 (attend both evenings) OFA 6-8 pm	<u>Basics of Microsoft® PowerPoint 2010</u> Work with PowerPoint, a program designed to create and give presentations. Basic knowledge of Microsoft Word is helpful, but not required.
Thursday April 14 OFA 6-8 pm	<u>Basics of Microsoft® Publisher 2010</u> Work with Publisher, a visually powerful desktop publishing program. Learn how to use templates to create business documents, newsletters, fliers, resumes, etc. A fun class with a purpose!
Choose either session: Wednesday, May 11 Wednesday, June 8 OFA 6-8 pm	<u>“Social Networking - Using Facebook”</u> This workshop explores the impact the Social Media site of Facebook has on our lives with a focus on job seekers. A two-part session of how to set up an account, add pictures, post comments, apply privacy and account settings. A must for beginners and everyday users alike.
Choose one session: Wednesday & Thursday April 27 & 28 Wednesday & Thursday June 1 & 2 at OFA 6-8 pm	<u>“Resume Success”</u> No resume? Or, have a resume that needs updating? Do you have skills that you want your resume to reflect? This 2-evening workshop will give you the tools to write and/or update your resume using MS Word. Class will be limited to 6 students. Pre-requisite – MS Word basic skills.
<p style="text-align: center;"> Spring schedule ends June 9, 2016 Lab re-opens Tuesday, July 5, 2016 for summer classes July - August Schedule posted in early June 2016 <i>Literacy Volunteers is a United Way Agency</i> </p>	