

# Tioga Adult Learning Lab

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

in partnership with Tioga County NY, technology provided by Owego-Apalachin Central School District

Open labs held at  
Tioga Employment  
Center (TEC)  
Rt. 38, Owego, NY  
Mondays &  
Thursdays. Call  
TEC for schedule  
607-687-8483



## T.A.L.L. Program Schedule January-April 2017

No Cost Computer Classes/Open Lab Sessions

Open lab hours Mondays & Thursdays at Tioga Employment Center

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

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

\*In the event of inclement weather - if O-A Schools are closed our labs will close\*

Date	Description of Course, Workshop or Open Lab Time
Tuesday January 3 Monday January 16 Monday, February 20 Thursday April 13, 2017	Lab reopens for January to mid-April session Lab closed Martin Luther King Observance Lab closed Presidents Day Observance Lab closes for O-A Spring Break, reopens Monday, April 24, 2017
Choose either session, 6-8 pm: Jan 10, 11, 17, 19, 24, 25, 31, Feb 1, 7, 8 or Feb 21, 22, 28, March 1, 7, 8, 14, 21, 22, 28, 29	<p align="center"><b><u>Basics of Microsoft® Windows 7, Microsoft® Word &amp; Excel</u></b></p> A comprehensive 6 week course in the basics of Windows, an operating system. Instruction on how to organize files & folders using Microsoft Word 2013, create & format documents, and learn Excel 2013 to set-up spreadsheets, input data, enter simple formulas, format & modify spreadsheets. Great for beginners & intermediates.
5:30-9:00 p.m. each evening at OFA Jan 9, 18, 23, 30, Feb 6, 9, 15, 27, March 13, 15, 20, 27 April 10	<p><b><u>Open Lab</u></b> 5:30-9 p.m. evenings at OFA room 105                      Come in and access high speed internet, practice keyboarding, format (type) your resume, or utilize any of the Microsoft Office programs. Staff available to assist students. TEC Thursdays 2-4 pm – call Tioga Employment Center for info 607-687-8483</p>
Choose any session: Mon, February 6, 11 am @ TEC Thurs, March 2, 6pm @ OFA Rm 105 Mon, March 6, 11am @ TEC Mon, March 6, 6 pm @ OFA Rm 105	<p><b><u>“Tips for Navigating a Job Fair”</u></b> Prepare for the Tioga County Job Fair 3/8/2017                      This important one hour workshop is designed to provide a necessary checklist for job seekers looking to attend a job fair. NOTE – workshops held both at TEC and OFA lab sites</p>
Choose any session: Jan 12, Feb 23, March 9, April 11 6-8 pm	<p><b><u>“Using E-Mail Effectively”</u></b> Whether you have never used e-mail, or would like practice using your e-mail account, this workshop will cover all the basics. Students will learn how to use web-based e-mail for business or personal use, and practice sending attachments, use thumb drives, send pictures and more. Hands-on instruction.</p>
Choose any session: Jan 26, Feb 16, March 23 6-8 pm	<p><b><u>Applying for Jobs Online</u></b> Looking for employment? Have questions navigating web sites when applying for jobs? This workshop will offer tips on how to apply for jobs online, with hands on practice. For both novice and experienced job seekers.</p>
Choose either session: Jan 5 March 16 April 12 6-8 pm	<p><b><u>“Social Networking – Using Facebook”</u></b>: Learn how to use this popular social media site. How to set up an account, build your profile, add pictures, likes &amp; comments. Do you know how to keep your profile private? This workshop will further explore the use of settings, privacy and account management. Bring your questions!</p>
Choose either session: January 3 & 4, April 4 & 5 6-8 pm	<p><b><u>Basics of Microsoft® PowerPoint</u></b> Work with PowerPoint, a program designed to create and give presentations. Basic knowledge of Microsoft Word is helpful, but not required. Students will be able to create a presentation by the end of class.</p>
Choose either session: Feb 2, April 3 6-8 pm	<p><b><u>Basics of Microsoft® Publisher</u></b> Work with Publisher, a visually powerful desktop publishing program. Create cards, newsletters, fliers, business publications, holiday greeting letters, resumes, etc.</p>
Choose either session: Feb 13 & 14, March 30 & April 6 6-8 pm	<p><b><u>“Resume Success”</u></b> Have a resume that needs updating? Or need help creating one? Learn the necessary tools in learning how to format or update your own resume!</p>