

# 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



## T.A.L.L. Program Schedule January-March 2018

No Cost Computer Classes & Open Lab Sessions

Open lab hours Mondays & Thursdays at Tioga Career Center

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

Call the Literacy Volunteers office, (607) 778-6406 to pre-register

\*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 2 Monday January 15 Monday, February 19 Thursday March 29, 2018	Lab reopens for January to March session Lab closed Martin Luther King Observance Lab closed Presidents Day Observance Lab closes for O-A Spring Break, reopens Monday, April 9, 2018
Choose either session, 6-8 pm Jan 9, 10, 16, 23, 24, 30, 31 Feb 6, 7, 13, 14 or Feb 27, 28, March 6, 7, 12, 13, 20, 21, 27, 28	<u>Basics of Microsoft® Windows 7, Microsoft® Word &amp; Excel</u> 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.
Jan 2, 8, 17, 18, 25, 29, Feb 5, 12, 21, 26 March 14, 19, 26, 29 5-9:30 pm	<u>Open Lab 5:30-9 p.m. evenings at OFA room 105</u> 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. TCC Mon. 10am-1pm, Thurs. 2-4 pm – call Tioga Career Center for info 607-687-8483
Choose any session: Thurs, Feb 1, @ OFA Rm 105, 6 pm Thurs, March 1, @ TCC 2 pm Thurs, March 1, @ OFA Rm 105 6 pm Mon, March 5, @ TCC 11am	<u>“Tips for Navigating a Job Fair”</u> Prepare for the Tioga County Job Fair 3/7/2018 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 TCC and OFA lab sites.
Choose any session: Wed. Jan. 3 or Thurs. March 15 6-8 pm	<u>“Using E-Mail Effectively”</u> 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.
Choose any session: Mon. Jan. 22 or Thurs. March 8 6-8 pm	<u>Applying for Jobs Online</u> 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.
Choose any session: Thurs. Feb. 8 or Thurs. March 22 6-8 pm	<u>“Social Networking – Using Facebook”</u> : Learn how to use this popular social media site. How to set up an account, build your profile, add pictures, likes & 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!
Attend both evenings: Tues. Feb. 20 & Thurs. Feb 22 6-8 pm	<u>Basics of Microsoft® PowerPoint</u> 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.
Thurs. Jan. 11 6-8 pm	<u>Basics of Microsoft® Publisher</u> Work with Publisher, a visually powerful desktop publishing program. Create cards, newsletters, fliers, business publications, holiday greeting letters, resumes, etc.
Choose one session: Thurs. Jan. 4, Thurs. Feb 15, Mon. March 5 6-8 pm	<u>“Resume Success”</u> 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!