

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

TALL

T.A.L.L. Program Schedule April May June 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 |
|---|--|
| Monday April 9 Monday May 28 Tuesday June 12 | Lab reopens for April May June session Lab closed Memorial Day holiday Lab closed, reopens July 9, 2018 |
| April 17, 18, 24, 25, May 1, 2, 8, 9, 15, 22, 23 (attend all dates) 6-8 pm | Basics of Microsoft® Windows 7, Microsoft® Word & Excel 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. |
| April 9, 11, 16, 26, 30 May 7, 16, 21 June 4, 11 5:30-9 pm | Open Lab 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. TCC Mon. 10am-1pm, Thurs. 2-4 pm – call Tioga Career Center for info 607-687-8483 |
| Choose any session: Thursday May 3 6-8 pm Thursday May 17 5:30-6:30 pm Thursday June 7 6-8 pm | “Using E-Mail Effectively” 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: Monday April 23 Thursday May 24 6-8 pm | Applying for Jobs Online 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: Thursday April 19 Thursday May 31 6-8 pm | “Social Networking – Using Facebook” : 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! |
| Choose one session, attend both evenings: April 10 & 12 (Tues & Thurs) May 29 & 30 (Tues & Wed) 6-8 pm | Basics of Microsoft® PowerPoint 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. |
| Choose any session Thursday May 10 Wednesday June 6 6-8 pm | Basics of Microsoft® Publisher Work with Publisher, a visually powerful desktop publishing program. Create cards, newsletters, fliers, business publications, holiday greeting letters, resumes, etc. |
| Choose one session: Monday May 14 Tuesday June 5 6-8 pm | “Resume Success” 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! |