

# Tioga Adult Learning Lab

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

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



## T.A.L.L. Program Schedule Fall 2017

No Cost Computer Classes/Open Lab Evenings

Open lab Thursday afternoons at Tioga Employment Center (TEC)

All classes & workshops held Monday through Thursday evenings

Room 105, Owego Free Academy (OFA), Sheldon Guile Blvd, Owego, open lab dates vary

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

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

Date	Workshop or Open Lab Time, Description of Course
Thursday, September 7, 2017	<b>Lab re-opens for Fall</b>
Thursday September 21 Monday October 9 Tues., Wed., Thurs. Nov 21, 22, 23	Lab closed OFA Back to School Night Lab closed Columbus Day Lab closed OFA Thanksgiving Recess
<b>Choose either session:</b> Sept. 12, 13, 19, 26, 27 Oct. 3,4,10,11,17,18 6-8 pm or Nov. 1, 7, 8, 13, 14, 28, 29 Dec. 5, 6, 12, 13 6-8 pm	<u><b>Basics of Microsoft® Windows 7, Microsoft® Word &amp; Excel</b></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.
Sept. 7, 14, 20, 25 Oct. 2, 16, 19, 23, 30, 31 Nov. 6, 15, 20, 27, Dec. 4, 11 5:30-9:00 p.m. each evening at OFA	<u><b>Open Lab</b></u> OFA room 105, 5:30-9 p.m. evenings 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 Mondays 10-1, Thursdays 2-4 pm call Tioga Employment Center for info 607-687-8483
<b>Choose any session:</b> Monday, Sept. 11 Thursday, October 12 Thursday, November 16 6-8 p.m. each evening	<u><b>“Using E-Mail Effectively”</b></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.
<b>Choose any session:</b> Monday September 18 Thursday October 26 Thursday November 30 6-8 p.m. each evening	<u><b>Applying for Jobs Online</b></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.
<b>Choose either session:</b> September 28 November 9 December 14 6-8 p.m.	<u><b>“Social Media – Using Facebook”</b></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!
Oct. 24 & 25 6-8 p.m.	<u><b>Basics of Microsoft® PowerPoint</b></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.
October 5, 6-8 p.m.	<u><b>Basics of Microsoft® Publisher</b></u> Work with Publisher, a visually powerful desktop publishing program. Create cards, newsletters, fliers, business publications, holiday greeting letters, resumes, etc.
November 2 December 7 6-8 pm	<u><b>“Resume Success”</b></u> Have a resume that needs updating? Or need help creating one? Get a jump start on the New Year by learning how to format or update your resume.
Thursday, December 14, 2017 - Lab closes at both OFA & TEC sites for Holiday Recess will re-open Tuesday, January 2, 2018. Winter 2018 Schedule posted early December 2017	