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 2018
No Cost Computer Classes/Open Lab
All classes & workshops held Monday through Thursdays
Room 225, Owego-Apalachin Middle School , Sheldon Guile Blvd, Owego
Resource Room, Tioga Career Center, State Rt. 38, Owego
Call the **Literacy Volunteers office, (607) 778-6406,** to sign up for a class or for more info.

Date	Workshop or Open Lab Time, Description of Course
Monday, September 10, 2018	**Lab re-opens for Fall program**
Thursday September 20 **Monday October 8** **Tues., Wed., Thurs. Nov 20, 21, 22**	**Lab closed Owego-Apalachin Middle School Back to School Night** **Lab closed Columbus Day** **Lab closed OFA Thanksgiving Recess**
Choose either session: **Sept. 11, 12, 18, 25, 26** **Oct. 2, 3, 9, 10, 16, 17 6-8 pm** **or** **Nov. 6, 7, 13, 14, 27, 28,** **Dec. 4, 5, 11, 13 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.**
Every Monday Evening 5:30-8:30pm **at OAMS room 225** **call 607-778-6406 for appt.** **Every Monday 10am-1pm at TCC** **Select Thursday afternoons 2-4pm at TCC** **Call TCC 607-687-8483 for appt.**	**Open Lab** **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.** **Owego-Apalachin Middle School room 225, 5:30-9 p.m. every Monday evening, and the following evenings: 9/19, 10/18, 10/30, 10/31, 12/12** **Tioga Career Center Mondays 10-1, Thursdays 2-4 pm call 607-687-8483 for appt.**
Choose any session: **Thursday, Sept. 13** **Thursday, October 11** **Thursday November 29** **6-8 p.m. each evening**	**"Using E-Mail Effectively"** If 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: **Thursday October 4** **Thursday November 15** **6-8 p.m. each evening**	**Applying for Jobs Online** – Looking for employment? Have questions navigating web sites when applying for jobs? This workshop will offer a checklist of tips on how to apply for jobs online, with hands on practice. Great for all job-seekers.
Choose either session: **Thursday November 1** **Thursday December 6** **6-8 p.m.**	**"Social Media – 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!
Tuesday & Wednesday October 23 & 24 **(attend both evenings)** **6-8 p.m.**	**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.
Thursday October 25 6-8 p.m.	**Basics of Microsoft® Publisher** Work with Publisher, a visually powerful desktop publishing program. Create cards, newsletters, fliers, business publications, holiday greeting letters, resumes, etc.
Thursday September 27 **Thursday November 8 6-8 pm**	**"Resume Success"** 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 13, 2018 - Lab closes at both OFA & TCC sites for Holiday Recess **will re-open Wednesday, January 2, 2019. Winter 2019 Schedule posted early December 2018**	