

# Tioga Adult Learning Lab

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

in partnership with Tioga County NY

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

# TALL

## T.A.L.L. Program Schedule April May June 2019

No Cost Computer Classes & Open Lab Sessions

Open lab hours Mondays & Thursdays at Tioga Career Center (TCC)

Room 225 Owego Middle School, Sheldon Guile Blvd, Owego, NY

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\*

Tuesday, April 23, Lab reopens for April May June session Thursday May 23 & Monday May 27, Lab closed Memorial Day holiday Thursday May 30, Thursday June 6 Lab closed Thursday June 13 Lab closed, reopens July 8, 2019		
Date/Time		Description of Course, Workshop or Open Lab
April 23, 24, 30, May 1, 7, 8, 14, 15, 21, 22 (attend all dates)	6-8 pm	<u>"Basics of Microsoft® Windows, 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 2016, create & format documents, and learn Excel 2016 to set-up spreadsheets, input data, enter simple formulas, format & modify spreadsheets. Great for beginners & intermediates.
April 29, May 6, 13 June 3, 4, 5, 10, 11, 12	5:30-9 pm	<u>Open Lab</u> 5:30-9 p.m. evenings at Owego Middle School room 225 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
Thursday April 25	6-8 pm	<u>"Resume Success"</u> Have a resume that needs updating or need help creating one? Or need to customize one? Learn the necessary tools and tips to write, format, or update your own resume. Class limited to six participants.
Thursday May 2	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.
Thursday, May 9	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.
Thursday May 16	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!
Monday May 20	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.
Attend both evenings: May 28 & 29 (Tues & Wed)	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.