



Tioga Adult Learning Lab - a program of Literacy Volunteers

Computer Class Schedule – July & August 2019

Call Literacy Volunteers Broome-Tioga @ 607-778-6406 to reserve a seat for no cost classes/workshops

July - August classes held at Owego Middle School, Sheldon Guile Blvd, Owego, Room 225

Mondays 10 am-1pm @ Tioga Career Center; Tues-Wed-Thursdays 9am- 1pm @ Owego Middle School room 225

Also Thursdays 2-4 pm at Tioga Career Center call 607-687-8483 for more info about these sessions

Date & Time	Class or Workshop or Open Lab Time, Description of Courses <i>A collaboration between Literacy Volunteers of Broome/Tioga Counties, Inc. & Tioga County, NY</i>
Monday July 8	Summer Program reopens with Open Lab Mondays @ Tioga Career Center, Rt. 38, Owego, NY
July 8, 15, 22, 29 (Mondays) August 5, 12, 19, 26 10am – 1 pm TCC Resource Room	Open lab Mondays - 10 am – 1 pm walk-in at Tioga Career Center (TCC Resource Room). Call 607-687-8483 to schedule appt. for Mondays. Come in and access high speed Internet, search web sites, check e-mail, practice keyboarding, assistance with writing your resume, or utilize any of the Microsoft Office programs we have available. Bring your questions! Instructor available to assist all new learners.
Choose either session: July 9, 10, 11 or August 6, 7, 8 9am-12 noon OAMS Room 225	“Basics of Microsoft Windows & Word 2016” Get started and/or the basics of Windows 7, a Microsoft personal computer operating system. Using Microsoft Word 2016, work with files and folders, create & format documents.
Choose either session: July 16, 17, 18 or August 13, 14, 15 9am-12 noon OAMS room 225	“Basics of Microsoft Excel 2016” Learn how to work with Excel 2016, a powerful spreadsheet program. Set up workbooks, input data, format worksheets, learn how to use simple formulas. Essential for both home and office use. Hands on practice.
July 23, 9am – 12 noon OAMS room 225	“Résumé Workshop” Need a resume written, updated or customized? Learn the necessary tools and tips write, format, or update your own resume.
July 24, 9am – 11am OAMS room 225	“Email Basics” 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-mails for business or personal use, use attachments and explore your e-mail program. Hands on instruction and practice.
July 25, 9am – 12 noon OAMS room 225	“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, use practice online job applications and posting a resume. Hands on practice. For both novice and experienced job seekers.
July 30 & 31, 9am – 12 noon (attend both mornings) OAMS room 225	“Basics of Microsoft PowerPoint 2016” Work with PowerPoint, a program designed to create and give presentations. Basic knowledge of Word 2016 is helpful, but not required. Students will create a presentation by the end of class.
August 1, 9am – 12 noon OAMS room 225	“Social Networking - Using Facebook” Learn how to use this social media site for personal or business use. Class will focus on how to build a profile, add pictures, likes, comments; also how to understand and use privacy settings.
<i>Thursday August 15 last day of July-August classes at OAMS * OAMS room 225 classes resume September 4* Fall Schedule to be posted early August 2019</i>	