Computer Classes At The Albright Memorial Library

June 2016

★ *Free professionally-taught computer classes. Whether you need to improve your business skills or just learn for your own enjoyment, give us a call.* ★

Classes are available for individuals, small businesses, non-profit organizations, etc.

All you need is a valid Lackawanna County Library Card, presented on the day of class.

Library cards are available free of charge at any public library in the County.

Fully Accessible

Albright Memorial Library Computer Learning Lab
Located on the lower level of the Lackawanna County Children's Library
520 Vine Street
Scranton, PA 18509

Classes are taught by a certified educator, with no more than 8 students per class

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CLASSES ARE OFFERED YEAR-ROUND:
Basic Computer Skills, Internet Safety, Facebook, Resume & Job Search Assistance, PLUS Word, Excel, PowerPoint, and Publisher 2013!

Professional Training in MS Office 2013:
WORD, EXCEL, POWERPOINT & PUBLISHER:

Introductory/Basic Classes:
Introduction to Computers: Learn to use Windows 10, computer terminology & file management

Google Services: Search, email, and share all with free services offered by Google.

Facebook 101: What's a like? How do I add my photos? How do I block posts? These questions and more are answered in Facebook 101

Internet Safety: Learn how to protect your computer and your identity while using the internet.

Class Schedules are also available on-line @ **www.albright.org**.
Click on the **EVENTS** link, then CATEGORIES & choose Computer Learning Lab!

***Pre-registration is required & space is limited! ***
To reserve your seat:
call: 570-348-3000 ext. 3038
or
Email: complab@albright.org

Computer Lab Instructors:
Mike Courtright
Debbie Koysador
Adam Pfeiffer

June 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		May 31 INT Excel Session 1 2–4 PM ——— INT Word Session 1 5:30–7:30PM	**1** Intro. To Computers Session 1 2 – 4 PM ——— INT Excel Session 1 5:30–7:30 PM	**2** BEG Word Session 1 10AM-12PM	**3** INT Word Session 1 10AM-12PM	**4** NO CLASSES or LAB HOURS
5 Open Lab 2-5 PM	**6** NO CLASSES or LAB HOURS	**7** INT Excel Session 2 2–4 PM ——— INT Word Session 2 5:30–7:30PM	**8** Appy Hour 10AM-12PM Intro to Computers Session 2 2-4 PM ——— INT Excel Session 2 5:30–7:30 PM	**9** BEG Word Session 2 10AM-12PM	**10** INT Word Session 2 10AM-12PM	**11** Intro. To Laptops Session 1 10AM-12PM
12 Open Lab 2-5 PM	**13** NO CLASSES or LAB HOURS	**14** INT Excel Session 3 2–4 PM ——— INT Word Session 3 5:30–7:30PM	**15** INT Excel Session 3 5:30–7:30 PM	**16** BEG Word Session 3 10AM-12PM ——— Appy Hour 6-8 PM	**17** INT Word Session 3 10AM-12PM	**18** Intro. To Computers Session 1 2 – 4 PM
19 Open Lab 2-5 PM	**20** Intro. To Computers Session 1 10AM-12PM ——— Internet Safety 1 2-4 PM	**21** ADV Excel Session 1 2—4 PM ——— BEG Excel Session 1 5:30-7:30PM	**22** Appy Hour 10AM-12PM ——— ADV Excel Session 1 5:30-7:30PM	**23** BEG Excel Session 1 2-4 PM ——— Publisher 1 5:30-7:30PM	**24** Facebook 101 10AM-12PM ——— Open lab 1-4:30 PM	**25** Intro. To Laptops Session 2 10AM-12PM ——— Google Services 2-4 PM
26 Open Lab 2-5 PM	**27** Intro. To Computers Session 2 10AM-12PM ——— Internet Safety 2 2-4 PM	**28** ADV Excel Session 2 2—4 PM ——— BEG Excel Session 2 5:30-7:30PM	**29** ADV Excel Session 2 5:30-7:30PM	**30** BEG Excel Session 2 2-4 PM ——— Publisher 2 5:30-7:30PM	**JULY 1** Open lab 1-4:30 PM	**JULY 2** Intro. To Computers Session 2 – 4 PM