

## Class Descriptions

### Intro to Computers

A look at how computer history, how modern computers work, and the latest operating system from Microsoft, Windows 10. (2 Sessions)

### Facebook 101

How to setup a Facebook account, set privacy settings, post comments, create events, and more will be covered.

### Google Services

Gmail, Drive, Docs, Sheets, Maps and more will be discussed in this class about the various free services Google offers.

### Internet Safety

Viruses, trojans, spyware, phishing, and spam are covered in this class all about keeping you and your information safe online. ( 2 Sessions)

### Word, Excel, & PowerPoint 2013

Beginner, Intermediate, and Advanced classes are offered, each class consisting of 3 lessons. (3 Sessions each)

### Publisher

Learn how to create high quality brochures and other documents with Microsoft Publisher. (2 Sessions)

### Appy Hour

Bring your tablet and your questions to get help installing apps, downloading ebooks/audio books and more.

### Laptop Help

Bring your laptop and join us in the computer lab for help with the laptop you use on a daily basis.

### Social Media Help

This class is taught in 2 parts; The first half hour is instruction on a specific social network, the remaining 90 minutes is an open session to ask questions and get help with your social media accounts.

July 11 - Twitter

July 29 - Snapchat

### Resume & Job Search

This class is taught in 2 parts; The first half hour is spent giving instruction on creating resumes, cover letters, or interview preparation. The remaining 90 minutes is open to receive help searching/applying for jobs online.

July 20, Aug 13, Aug 26 - Resume

July 30, Aug 15 - Cover letter

Aug 3, Aug 22 - Interview Prep

### What the Cloud?

This class discusses what exactly is the cloud and some popular cloud services such as iCloud, DropBox, and Google Drive.

### Hour of Code

This class for students uses popular characters from the worlds of Marvel, Disney, Star Wars and Minecraft to teach kids about the basics of computer programming.

### Open lab

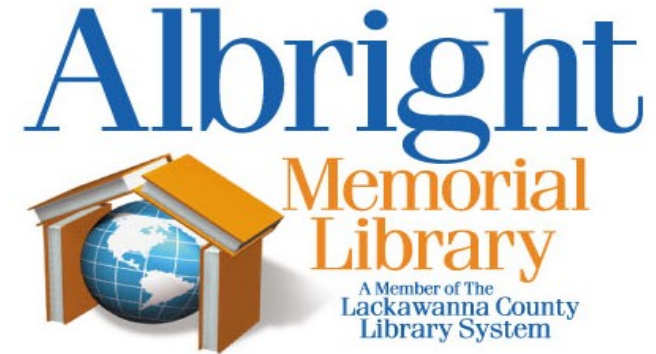
If you are looking for help creating an email account or touching up your resume join us during open lab.

*Pre-registration is required & space is limited  
To reserve your seat:*

Call: 570-348-3000 ext. 3038

or

Email: [complab@albright.org](mailto:complab@albright.org)



## Summer 2016 Computer Classes

All classes are free with a valid Lackawanna County Library Card.  
Look inside for a schedule of upcoming classes.  
Class descriptions are listed on the back page.



The Computer Learning Lab is  
located on the lower level of the  
Lackawanna County Children's Library  
520 Vine Street  
Scranton, PA 18509

# July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
June 26 <b>Open Lab</b> 2-5PM	27 <b>Intro to Computers 2</b> 10-12AM <b>Internet Safety 2</b> 2-4PM	28 <b>Adv. Excel 2</b> 2-4PM <b>Beg. Excel 2</b> 5:30-7:30PM	29 <b>Adv. Excel 2</b> 5:30-7:30PM	30 <b>Beg. Excel 2</b> 2-4PM <b>Publisher 2</b> 5:30-7:30PM	July 1 <b>Open Lab</b> 1-4:30PM	2 <b>Resume &amp; Job Search</b> 10AM-12PM <b>Beginner PowerPoint 1</b> 2-4PM
3 <b>Open Lab</b> 2-5PM	4 <b>Closed in Observance of July 4th</b>	5 <b>Adv. Excel 3</b> 2-4PM <b>Beg. Excel 3</b> 5:30-7:30PM	6 <b>Social Media Help</b> 2-4PM <b>Adv. Excel 3</b> 5:30-7:30PM	7 <b>Beg. Excel 3</b> 2-4PM <b>Hour of Code</b> 6-8PM	8 <b>Beg. Word 1</b> 10AM-12PM <b>Int. Excel 1</b> 2-4PM	9 <b>Beginner PowerPoint 2</b> 2-4PM
10 <b>Open Lab</b> 2-5PM	11 <b>Social Media Help</b> 10AM-12PM	12 <b>Intro to Computers 1</b> 10-12AM <b>Int. Excel 1</b> 2-4PM <b>Intermediate PowerPoint 1</b> 5:30-7:30OPM	13 <b>Appy Hour</b> 10AM-12PM <b>Beg. Excel 1</b> 5:30-7:30PM	14 <b>Int. Excel 1</b> 10AM-12PM <b>Open Lab</b> 2-4PM <b>Hour of Code</b> 6-8PM	15 <b>Beg. Word 2</b> 10AM-12PM <b>Int. Excel 2</b> 2-4PM	16 <b>Beginner PowerPoint 3</b> 2-4PM
17 <b>Open Lab</b> 2-5PM	18 <b>Google Services</b> 10AM-12PM	19 <b>Intro to Computers 2</b> 10-12AM <b>Int. Excel 2</b> 2-4PM <b>Intermediate PowerPoint 2</b> 5:30-7:30PM	20 <b>Resume &amp; Job Search</b> 2-4PM <b>Beg. Excel 2</b> 5:30-7:30PM	21 <b>Int. Excel 2</b> 10AM-12PM	22 <b>Beg. Word 3</b> 10AM-12PM <b>Int. Excel 3</b> 2-4PM	23 <b>Intro to Laptops 1</b> 10AM-12PM <b>Open Lab</b> 2-4:30PM
24 <b>Open Lab</b> 2-5PM	25	26 <b>Internet Safety 1</b> 10AM-12PM <b>Int. Excel 3</b> 2-4PM <b>Intermediate PowerPoint 3</b> 5:30-7:30PM	27 <b>Appy Hour</b> 10AM-12PM <b>Beg. Excel 3</b> 5:30-7:30PM	28 <b>Int. Excel 3</b> 10AM-12PM <b>Internet Safety 1</b> 2-4PM <b>Hour of Code</b> 6-8PM	29 <b>Int. Word 1</b> 10AM-12PM <b>Adv. Excel 1</b> 2-4PM	30 <b>Resume &amp; Job Search</b> 10AM-12PM <b>Intro to Computers 1</b> 2-4PM
31 <b>Open Lab</b> 2-5PM	August 1 <b>Beg. Excel 1</b> 2-4PM	2 <b>Internet Safety 2</b> 10AM-12PM <b>Facebook 101</b> 2-4PM <b>Int. Word 1</b> 5:30-7:30PM	3 <b>Intro to Laptops 1</b> 10AM-12PM <b>Resume &amp; Job Search</b> 2-4PM <b>Int. Excel 1</b> 5:30-7:30PM	4 <b>Adv. Excel 1</b> 10AM-12PM <b>Internet Safety 2</b> 2-4PM <b>Hour of Code</b> 6-8PM	5 <b>Int. Word 2</b> 10AM-12PM <b>Adv. Excel 2</b> 2-4PM	6 <b>Intro to Laptops 2</b> 10AM-12PM <b>Open Lab</b> 2-4:30PM

# August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
July 31 <b>Open Lab</b> 2-5PM	August 1 <b>Beg. Excel 1</b> 2-4PM	2 <b>Internet Safety 2</b> 10AM-12PM <b>Facebook 101</b> 2-4PM <b>Int. Word 1</b> 5:30-7:30PM	3 <b>Intro to Laptops 1</b> 10AM-12PM <b>Resume &amp; Job Search</b> 2-4PM <b>Int. Excel 1</b> 5:30-7:30PM	4 <b>Adv. Excel 1</b> 10AM-12PM <b>Internet Safety 2</b> 2-4PM <b>Hour of Code</b> 6-8PM	5 <b>Int. Word 2</b> 10AM-12PM <b>Adv. Excel 2</b> 2-4PM	6 <b>Intro to Laptops 2</b> 10AM-12PM <b>Open Lab</b> 2-4:30PM
7 <b>Open Lab</b> 2-5PM	8 <b>Beg. Excel 2</b> 2-4PM	9 <b>Open Lab</b> 10AM-12PM <b>Publisher 1</b> 2-4PM <b>Int. Word 2</b> 5:30-7:30PM	10 <b>Appy Hour</b> 10AM-12PM <b>Int. Excel 2</b> 5:30-7:30PM	11 <b>Adv. Excel 2</b> 10AM-12PM <b>Hour of Code</b> 6-8PM	12 <b>Int. Word 3</b> 10AM-12PM <b>Adv. Excel 3</b> 2-4PM	13 <b>Resume &amp; Job Search</b> 10AM-12PM <b>Intro to Computers 2</b> 2-4PM
14 <b>Open Lab</b> 2-5PM	15 <b>Beg. Excel 3</b> 2-4PM <b>Resume &amp; Job Search</b> 5:30-7:30PM	16 <b>Beg. Word 1</b> 10AM-12PM <b>Publisher 2</b> 2-4PM <b>Int. Word 3</b> 5:30-7:30PM	17 <b>Intro to Laptops 2</b> 10AM-12PM <b>The Cloud 1</b> 2-4PM <b>Int. Excel 3</b> 5:30-7:30PM	18 <b>Adv. Excel 3</b> 10AM-12PM <b>Appy Hour</b> 6-8PM	19 <b>Intro to Computers 1</b> 10AM-12PM <b>Google Services</b> 2-4PM	20 <b>Beg. Excel 1</b> 2-4PM
21 <b>Open Lab</b> 2-5PM	22 <b>Resume &amp; Job Search</b> 5:30-7:30PM	23 <b>Beg. Word 2</b> 10AM-12PM <b>Intro to Computers 1</b> 2-4PM <b>Beginner PowerPoint 1</b> 5:30-7:30PM	24 <b>Appy Hour</b> 10AM-12PM <b>The Cloud 2</b> 2-4PM <b>Adv. Excel 1</b> 5:30-7:30	25 <b>Beg. Word 1</b> 10AM-12PM <b>Hour of Code</b> 6-8PM	26 <b>Intro to Computers 2</b> 10AM-12PM <b>Resume &amp; Job Search</b> 2-4PM	27 <b>Internet Safety 1</b> 10AM-12PM <b>Beg. Excel 2</b> 2-4PM
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