



courseschedule – January 2017

Julian Grace Center Homan Square Julian Grace Center Homan Square Julian Grace Center Homan Square Julian Grace Center Homan Square Julian Grace Center Homan Square

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
	10:00am - 2:00pm Open Lab	10:00am - 2:00pm Open Lab	10:00am - 2:00pm Open Lab	Lab Closed
9	10	11	12	13
10:00am - 2:00pm Open Lab	10:00am - 2:00pm Open Lab	10:00am - 2:00pm Open Lab	10:00am - 2:00pm Open Lab	Lab Closed
16	17	18	19	20
Dr. Martin Luther King Day 	10am—11:30am Work- force Training: MS Ex- cel 2016	9am—12pm Economic Em- powerment Institute Infor- mation Session - Resume Workshop, Job Coaching, Financial Literacy - Call 773.496.5621 for in- formation	1p—3p Digital Literacy: Computer Basics 3p—5p Open Lab	10:00am - 12:00pm Open Lab
23	24	25	26	27
10:00—3:00pm Open Lab 4pm—6pm: 3Dyouth	10am—11:30am Work- force Training: MS Ex- cel 2016	9am—12pm Economic Em- powerment Institute Infor- mation Session - Resume Workshop, Job Coaching, Financial Literacy - Call 773.496.5621 for in- formation	1p—3p Digital Literacy: Computer Basics 3p—5p Open Lab	10:00am - 12:00pm Open Lab
30	31	New! Microsoft Office 2016 . Learn or upgrade your MS Office skills on the state-of-the-art version of Microsoft Office. Make 2017 the year you get your industry-recognized MS Office Certification and the new or better job that comes with it. Start now! Contact me for more details		

Learn computer concepts such as Web design, Office Technology, computer hardware, keyboarding, operating systems, email account creation and attachments. Ask about our Fast Track courses that prepare students for the **Microsoft Specialist Certification Exam** in a short period of time.

eliminating racism
empowering women
ywca
metropolitan chicago

CERTVPORT
AUTHORIZED TESTING CENTER

YWCA Metropolitan Chicago
Julian Grace Center
3517 W. Arthington
Chicago IL, 60624

For more information or to register,
Gregory Vaughn 773-496-5634 also:
gregory.vaughn@ywcachicago.org
or
David Lane 312-762-2707 also:
david.lane@ywcachicago.org



YWCA METROPOLITAN CHICAGO |

INNOVATION & TECHNOLOGY INSTITUTE

YWCA Innovation & Technology Institute is a state-of-the-art training facility designed to help you expand and strengthen your business and personal computer skills. We offer a wide variety of classes for individuals seeking to start new careers, change careers or grow personal interests.

Digital Literacy

- Email Basics** — Learn how to use email effectively
- Online Storage** — Use the cloud to store your documents, photos and videos in one place
- Social Media Boot Camp** — Use web apps to expand your connections and share your interests
- Digital Literacy** — Introduction to modern computer technology and keyboarding
- Windows 10**— Gain knowledge of Windows platform, create and manage folders, manage system settings



Specialist



AUTHORIZED TESTING CENTER

**YWCA Metropolitan Chicago
Julian Grace Center
3517 W. Arthington
Chicago IL, 60624**

For more information or to register, call Gregory Vaughn 773-496-5634 or email: gregory.Vaughn@ywcachicago.org

Workforce Training and Certification

- Microsoft Word** — Create effective documents
- Microsoft Power Point** — Design impressive and creative presentations
- Microsoft Excel** — Learn powerful techniques to build budgets, track expenses and analyze spending
- MS Access**—Design and create Relational Databases
- MS Outlook** — Send and Receive emails, create contact list, use the calendar to mark appointments



Youth Programs

TechGyrls and 3D Youth are programs designed to help today's students learn new and exciting computer related topics and stay current with emerging technologies. Look for more youth-based offerings.

