



courseschedule – January 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7
 <p>YWCA Closed HAPPY NEW YEAR!</p>	No classes Scheduled Lab Closed	Open lab 10:00a—3:00p	Open lab 10:00a—2:00p	LAB CLOSED	LAB CLOSED
9	10	11	12	13	14
No classes Scheduled Lab Closed	10:00a—2:00p Open lab	No classes Scheduled Lab Closed	1:00a—02:00p Open lab	LAB CLOSED	LAB CLOSED
16	17	18	19	20	21
 <p>Dr. Martin Luther King Day</p>	1:00p—5:00p Open lab	1:00p—3:00p Computer Fundamentals ⁽¹⁾ 4:00p—5:30p MS Excel 2016 I ⁽¹⁾	No classes Scheduled Lab Closed	LAB CLOSED	9a -12p TechGYRLS
23	24	25	26	27	28
1:00p—3:00p Computer Fundamentals ⁽²⁾ 4:00p—5:30p MS Excel 2016 I ⁽²⁾	1:00p—5:00p Open lab	1:00p—3:00p Windows 10 Fundamentals ⁽¹⁾ 4:00p—5:30p MS Excel 2016 I ⁽³⁾	No classes Scheduled Lab Closed	LAB CLOSED	9a -12p TechGYRLS
30	31	<p>New! Windows 10 Fundamentals. Learn how to navigate and use the latest operating system from Microsoft. 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.</p>			
1:00p—3:00p Windows 10 Fundamentals ⁽²⁾ 4:00p—5:30p MS Excel 2016 I ⁽⁴⁾	1:00p—5:00p Open lab				

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.

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6600 S. Cottage Grove
Chicago IL, 60637
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For more information or to register, call
Gregory Vaughn 773-496-5634 or
gregory.vaughn@ywcachicago.org

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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.

Computer Fundamentals

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 — Use web apps to expand your connections and share your interests

Computer Fundamentals — Introduction to computer technology and keyboarding

Windows 10— Gain knowledge of Windows platform, create and manage folders, manage system settings



Specialist



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Chicago, IL 60637

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

Microsoft Classes

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



Microsoft Certification

Accelerated courses to prepare you for the Microsoft Specialist Certification Exam. One-on-one instruction, practice exams and exam overview.

