

Computer Training Classes at **Julian Grace Center (West Side)**

courseschedule – April 2017

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>New! \$ denote for-fee classes. Your annual membership give you unlimited access to our first-level classes. Higher level classes require a fee. However, as you would expect from the YWCA, the fee is very affordable! Please call or email for more info. This month, MS Outlook I. This three-hour class will cover all of the basics of the most-used business email program. Learn the basics of email, sending attachments to emails, create appointments and meetings, and more.</p>				
3	4	5	6	7
10:00am —12:00pm Open Lab : 12:00pm—3:00pm Garage Band Studio Meetup 4pm—6pm: 3Dyouth	10am—12pm Workforce Training: MS Word	10am—12pm EEI Information Session - Resume Workshop, Job Coaching, Financial Literacy 6:00pm—9:00pm Wix /Weebly Studio Meetup	1p—3p Digital Literacy: Computer Basics 6:00pm—9:00pm FAA Drone Certification Study Meetup	10:00am - 12:00pm Open Lab
10	11	12	13	14
10:00—3:00pm Open Lab 4pm—6pm: Open Lab	10am—12pm Workforce Training: MS Word	10am—12pm EEI Information Session - Resume Workshop, Job Coaching, Financial Literacy 1:00pm 4:00pm Open Lab	1p—3p Digital Literacy: Computer Basics 3:30pm—5:00pm Open Lab	10:00am - 12:00pm Open Lab
17	18	19	20	21
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24	25	26	27	28
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<p>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.</p>				

eliminating racism
empowering women
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YWCA Metropolitan Chicago
Julian Grace Center
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Chicago IL, 60624
www.ywcachicago.org



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

YWCA METROPOLITAN CHICAGO |

INNOVATION & TECHNOLOGY INSTITUTE

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

Who can use our facilities?

Our facilities are open to the public. A yearly registration fee of \$35 grants you access to use our computer centers for your internet, or other computing needs. You can also get computer-related assistance from one of our instructors. In addition, the yearly registration fee allows you to take any of our first-level instructor-led courses at no extra charge. These include classes such as:

- Computer Fundamentals
- Windows 10 Fundamentals
- Internet Basics
- Email Basics
- MS Excel I
- MS PowerPoint I
- MS Access I
- MS Outlook I



Want more advanced courses? Certification?

We are an authorized certification testing center for Certiport, the administrator of industry recognized technology certification testing. We also offer low-fee advanced courses, many of which provide you with the skills needed to achieve Microsoft Office Core Level or Expert Level certification. These include classes such as:

- MS Word II
- MS Excel II
- MS Access II
- MS PowerPoint II
- MS Outlook II
- Advanced MS Excel
- Creating a Web Page
- HTML/CSS
- Intro to QuickBooks
- MS Excel Career Series



Our Technology Centers

We have state-of-the-art hardware and software at our facilities including MS Windows 10, and Microsoft Office 2016. Our Locations:

Parks Francis Center

6600 S Cottage Grove Ave
Chicago, IL 60637

Julian Grace Center

3517 W Arthington Ave
Chicago, IL 60624



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

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