

**courseschedule – March 2017**

Parks and Francis Center South side Parks and Francis Center South side Parks and Francis Center South side Parks and Francis Center South side

Parks and Francis Center South side Parks and Francis Center South side Parks and Francis Center South side Parks and Francis Center South side

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4
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.		1:30p—3:00p PowerPoint <sub>(1)</sub> 4:00p—5:30p MS Access I	1:30p—5:00p Open lab	Excel Advanced Topics <sub>(1)</sub> 10:00am-1:00pm \$	9a -12p TechGYRLS
6	7	8	9	10	11
1:30p—3:00p PowerPoint <sub>(2)</sub> 4:00p—5:30p Word Text and Page For- mating	1:30p—5:00p Open lab	1:30p—3:00p PowerPoint <sub>(3)</sub> 4:00p—5:30p Word Tabs and Lists	1:30p—5:00p Open lab	Excel Advanced Topics <sub>(2)</sub> 10:00am-1:00pm (cont'd)	9a -12p TechGYRLS
13	14	15	16	17	18
1:30p—3p Outlook <sub>(1)</sub> 4:00p-5:30p Internet Malware Protection	1:30p—5:00p Open lab	1:30p—3p Outlook <sub>(2)</sub> 4:00p—5:30p Pur- chasing A PC– What to look for	1:30p—5:00p Open lab	Tech in a Day: Excel Basics 9am—5pm \$	9a -12p TechGYRLS
20	21	22	23	24	25
1:30p—3:00p Access <sub>(1)</sub> 4:00p—5:30p Pur- chasing A PC– What to look for	1:30p—5:00p Open lab	1:30p—3:00p Access <sub>(2)</sub> 4:00p—5:30p MS Word GMetrix Prac- tice	1:30p—5:00p Open lab	LAB CLOSED	9a -12p TechGYRLS
27	28	29	30	31	
1:30p—3:00p Access <sub>(3)</sub> 4:00p—5:30p Excel GMetrix Practice	Lab Closed	1:30p—5:00p Open lab	1:30p—5:00p Open lab	LAB CLOSED	

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

**YWCA Metropolitan Chicago**  
**Parks Francis Center**  
6600 S. Cottage Grove  
Chicago IL, 60637  
ywcachicago.org



For more information or to register, call  
**Gregory Vaughn 773-496-5634** or  
[gregory.vaughn@ywcachicago.org](mailto: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
- Excel I
- PowerPoint I
- Access I
- 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:

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



### **Our Technology Centers**

We have state-of-the-art hardware and software at our facilities including 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**

**ywca**  
metropolitan chicago