

courseschedule – April 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
<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. Coming in May, The first phase of the MS Excel Career Series: Excel Core Level Certification Training. This course will provide you with all of the knowledge that you need to pass the industry-recognized MS Excel core –level certification test. This is the first of 3 phases of the MS Excel Career Series. Call or email for more information.</p>					9a -12p TechGYRLS
3	4	5	6	7	8
No Classes Lab Closed	No Classes Lab Closed	No Classes Lab Closed	1:30p—5:00p Open lab	Excel Advanced Topics ⁽³⁾ 10:00am-1:00pm (cont'd)	9a -12p TechGYRLS
10	11	12	13	14	15
1:30p—3p Computer Fundamentals ⁽¹⁾ 4:00p-5:30p Online/ Cloud Storage	1:30p—5:00p Open lab	1:30p—3p Computer Fundamentals ⁽²⁾ 4:00p—5:30p Email Basics	1:30p—5:00p Open lab	Excel Advanced Topics ⁽⁴⁾ 10:00am-1:00pm (cont'd)	Easter Break
17	18	19	20	21	22
1:30p—3p Windows 10 Fundamentals ⁽¹⁾ 4:00p—5:30p MS Word II \$	1:30p—5:00p Open lab	1:30p—3p Windows 10 Fundamentals ⁽²⁾ 4:00p—5:30p MS Word II \$ (cont'd)	1:30p—5:00p Open lab	Business & Entre- preneurship ser- vices “Business IQ and the Credit Is- sue”. 773.496.5659 for info	9a -12p TechGYRLS
24	25	26	27	28	29
1:30p—3:00p Email Basics 4:00p—5:30p MS Word II \$ (cont'd)	1:30p—5:00p Open lab	1:30p—3:00p Online Storage 4:00p—5:30p MS Word II \$ (cont'd)	1:30p—5:00p Open lab	Tech in a Day: Create Your Web- site in 1 Day 9am—4pm \$	9a -12p TechGYRLS
<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
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

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