


courseschedule – May 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
1 10:00am —12:00pm Open Lab : 12:00pm—3:00pm Garage Band Studio Meetup	2 10am—12pm Work- force Training: MS Word 1pm—5pm Open Lab	3 10am—12pm EEI Infor- mation Session 12:00pm—3:00pm Wix /Weebly Studio Meetup 7:30pm-9pm FAA drone certification study group free	4 10:00am —12:00pm Open Lab : 1p—3p Digital Literacy: Computer Basics	5 10:00am - 12:00pm Open Lab
8 10:00am —12:00pm Open Lab : 12pm -3pm Garage band meetup \$20 4pm—6pm: 3Dyouth	9 10am—12pm Work- force Training: MS Word 1pm—5pm Open Lab	10 10am—12pm EEI Infor- mation Session - Resume Workshop, Job Coaching, Financial Literacy 1pm—4pm Open Lab	11 10:00am —12:00 Lab Closed: 1p—3p Digital Literacy: Computer Basics	12 10:00am - 12:00pm Open Lab
15 10:00—12:00pm Open Lab 12pm -3pm Garage Band Meetup \$20 4pm—6pm: 3Dyouth	16 10am—12pm Work- force Training: MS Word 1pm—5pm Open Lab	17 10am—12pm EEI Infor- mation Session - Resume Workshop, Job Coaching, Financial Literacy 1pm—4pm Open Lab	18 10:00am —12:00pm Open Lab : 1p—3p Digital Literacy: Computer Basics	19 10:00am - 12:00pm Open Lab
22 10:00—12:00pm Open Lab 12pm -3pm Garage Band Meetup \$20 4pm—6pm: 3Dyouth	23 10am—12pm Work- force Training: MS Word 1pm—5pm Open Lab	24 10am—12pm EEI Infor- mation Session - Resume Workshop, Job Coaching, Financial Literacy 1:00pm 4:00pm Open Lab	25 10:00am —12:00pm Open Lab : 1p—3p Digital Literacy: Computer Basics	26 10:00am - 12:00pm Open Lab
29 	30 10am—12pm Work- force Training: MS Word 1pm—5pm Open Lab	31 10am—12pm EEI Infor- mation Session - Resume Workshop, Job Coaching, Financial Literacy 1:00pm 4:00pm Open Lab	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.	

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

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

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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 Word I
- 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
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