

courseschedule – March 2018

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

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3
Beginning this month, we will offer Microsoft Office Specialist certification exams at a reduced price to our members. We also offer our MS Office classes which prepares students for the exam. FREE CONFIDENTIAL ONE-ON-ONE FINANCIAL COUNSELING Every Tuesday at YWCA Parks Francis Center Call Shquestra Sitawi at 773.496.5621			9am—1pm Construct	9:am—12pm Digital Advertising with Google AdWords by: <u>JinJa Birkenbeuel</u> 773.496.5659 for more information	9a -12p TechGYRLS
5	6	7	8	9	10
9am—1pm Construct 1:30p—3:00p Internet Basics 5:30p—7:30p MS Excel Career Series: MOS exam prep (Faster Pace) \$	9am—1pm Construct 6pm—9pm Plan for Profit. Business & Entrepreneurship	9am—1pm Construct 1:30p—3:00p Internet Basics 5:30p—7:30p MS Excel Career Series: MOS exam prep (Faster Pace) \$	9am—1pm Construct 2pm—5pm Open Lab 5:30p—7:30p MS Excel Career Series: MOS exam prep (Slower Pace) ₍₂₎ \$	No Classes Lab Closed	9a -12p TechGYRLS
12	13	14	15	16	17
9am—1pm Construct 1:30p—3:00p MS Word I _(1/5) 5:30p—7:30p MS Excel Career Series: MOS exam prep (Faster Pace) \$	9am—1pm Construct 6pm—9pm Plan for Profit. Business & Entrepreneurship	9am—1pm Construct 1:30p—3:00p MS Word I _(2/5) 5:30p—7:30p MS Excel Career Series: MOS exam prep (Faster Pace) \$	9am—1pm Construct 2pm—5pm Open Lab 5:30p—7:30p MS Excel Career Series: MOS exam prep (Slower Pace) ₍₂₎ \$	No Classes Lab Closed	9a -12p TechGYRLS
19	20	21	22	23	24
9am—1pm Construct 1:30p—3:00p MS Word I _(3/5) 5:30p—7:30p Excel MOS Exam Test Prep	9am—1pm Construct 6pm—9pm Plan for Profit. Business & Entrepreneurship	9am—1pm Construct 1:30p—3:00p MS Word I _(4/5) 5:30p—7:30p Excel MOS Exam Test Prep	9am—1pm Construct 2pm—5pm Open Lab 5:30p—7:30p MS Excel Career Series: MOS exam prep (Slower Pace) ₍₂₎ \$	No Classes Lab Closed	9a -12p TechGYRLS
26	27	28	29	30	31
9am—1pm Construct 1:30p—3:00p MS Word I _(5/5) 5:30p—7:30p Excel MOS Exam Test Prep	9am—1pm Construct 6pm—9pm Plan for Profit. Business & Entrepreneurship	9am—1pm Construct 1:30p—3:00p MS Word Practice/Application 5:30p—7:30p Excel MOS Exam Test Prep	9am—1pm Construct 2pm—5pm Open Lab 5:30p—7:30p MS Excel Career Series: MOS exam prep (Slower Pace) ₍₂₎ \$	No Classes Lab Closed	9a -12p TechGYR

Learn computer concepts such as Web design, Office Technology, computer hardware, keyboarding, operating systems, email account creation and attachments. Ask about our Career Series courses that prepare students for the **Microsoft Specialist Certification Exam** in a short period of time. **Courses with '\$' denote fee courses.** Please call for more information.

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

CERTIPORT
AUTHORIZED TESTING CENTER

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. You can get computer-related assistance from one of our instructors. In addition, you can 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
- Word I
- 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. We are also able to offer our members the certification test, at a **reduced price**. These include classes such as: We have state-of-the-art hardware and software at our facilities including Windows 10, and Microsoft Office 2016.

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



Our Technology Centers

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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