

YWCA METROPOLITAN CHICAGO | INNOVATION & TECHNOLOGY INSTITUTE

Computer Training Classes at **Parks Francis Center** (South Side)

courseschedule December 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3 1:30p—3:00p Making 2019 Calendars with Microsoft Word 5:30—7:30p MS Word I _(3/4)	4 2:00pm—4:30pm Open Lab	5 10:am –12pm Construct 2019 Info Session 1:30pm—3:00pm Making Holiday Cards with Microsoft Word 5:30—7:30p MS Word I _(4/4)	6 2:00p—4:30p Open Lab 5:30p—7:30p Beginning Spanish	7 No Classes Lab Closed	8 9:am—1pm TechGYRLS 9:30—11:30 EEI Holiday Celebration RSVP 312.726.2780
10 No Classes Lobby Computers for Open lab	11 No Classes Lobby Computers for Open lab	12 10:am –12pm Construct 2019 Info Session No Classes Lobby Computers for Open lab	13 No Classes Lobby Computers for Open lab	14 No Classes Lab Closed	15 9:am—1:pm TechGYRLS
17 No Classes Lobby Computers for Open lab	18 No Classes Lobby Computers for Open lab	19 No Classes Lobby Computers for Open lab	20 No Classes Lobby Computers for Open lab	21 No Classes Lab Closed	22 No Classes Lab Closed
24 	25	26 No Classes Lobby Computers for Open lab	27 No Classes Lobby Computers for Open lab	28 No Classes Lab Closed	29 No Classes Lab Closed
31 No Classes Lobby Computers for Open lab	*** Dec 1 9:am—1:pm TechGYRLS	Happy Holidays! The YWCA Metropolitan Chicago Information technology Institute will be on a break for most of the last three weeks of December. Please call 773.955.3100 to inquire about the availability of open lab time. We will return in January, 2019 with a full slate of classes. Schedules can be found on our website, www.ywcachicago.org We are proud to announce that in January, we will begin our 50 Plus program at our Julian Grace Technology Center (west side) location. 50 Plus is an all-encompassing employment assistance and readiness program for women aged 50 and above. Please call 773.496.5624 for details.			

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
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ywcachicago.org

CERTYPORT
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:

- 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

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:
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