

# YWCA METROPOLITAN CHICAGO | INNOVATION & TECHNOLOGY INSTITUTE

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

# courseschedule January 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5
		10:a –12p Construct 2019 Info Session  1:30pm-4pm Open lab	1:30pm-4pm Open lab	No Classes Lab Closed	9:am—1:pm TechGYRLS
7	8	9	10	11	12
1:30pm-3:30pm Essential Digital Literacy Skills: Using Personal Computers  5:30pm-7:30pm MS Excel MOS \$	1:30pm-4pm Open lab 5:30pm MS Excel MOS\$	10:a –12p Construct 2019 Info Session 1:30pm-3:30pm Essential Digital Literacy Skills: Using Personal Computers  5:30pm-7:30pm MS Excel MOS \$	1:30pm-4pm Open lab  5:30pm:7:30pm Creating a Website Quickly and Easily	No Classes Lab Closed	9:am—1:pm TechGYRLS
14	15	16	17	18	19
1:30pm-3:30pm Essential Digital Literacy Skills: Utilize the Internet  5:30pm-7:30pm MS Excel MOS \$	1:30pm-4pm Open lab 5:30pm MS Excel MOS	10:a –12p Construct 2019 Info Session 1:30pm-3:30pm Essential Digital Literacy Skills: Utilize the Internet  5:30pm-7:30pm MS Excel MOS \$	1:30pm-4pm Open lab  5:30pm:7:30pm Creating a Website Quickly and Easily	No Classes Lab Closed	9:am—1:pm TechGYRLS
21	22	23	24	25	26
	1:30pm-4pm Open lab 5:30pm MS Excel MOS	10:a –12p Construct 2019 Info Session 1:30pm-3:30pm Essential Digital Literacy Skills: Using Email  5:30pm– 7:30 MS Excel MOS \$	1:30pm Open lab  5:30pm-7:30pm Creating a Website Quickly and Easily	No Classes Lab Closed	9:am—1:pm TechGYRLS
28	29	30	31		
1:30pm-3:30pm Essential Digital Literacy Skills: Using Email  5:30pm-7:30 MS Excel MOS test practice	1:30pm-4pm Open lab  5:30pm MS Excel MOS Practice test 5:30pm: 7:30 MS Excel MOS test practice	10:a –12p Construct 2019 Info Session  1:30pm-3:30pm Essential Digital Literacy Skills: Using a Smartphone/ cell phone  5:30pm:7:30pm MS Excel MOS 2016 test practice	1:30pm-4pm Open lab  5:30pm MS Excel MOS 2016 test	This month: Get Certified! Microsoft Excel 2016 MOS. One fee covers classes and exam. Call for more information.  We are proud to announce that in January, we will begin our <b>50 Plus</b> 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.	

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 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. 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:  
gregory.vaughn@ywcachicago.org**

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