

YWCA METROPOLITAN CHICAGO | INNOVATION & TECHNOLOGY INSTITUTE

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

courseschedule March 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2
<p>This Month: Our 50 Plus program continues 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. Also: Take your Excel skills to a higher level with our MS Excel II class</p>				No Classes Lab Closed	9am—1:pm TechGYRLS
4	5	6	7	8	9
9a –1p Construct 1:30pm-3:00pm Digital Literacy Skills: MS Word Basics ^(4/4) 5:30pm:7:00pm MS Access	9a –1p Construct 1:30pm-4pm Open lab 5:30pm:7:00pm MS Access	9a –1p Construct 1:30pm-3:00pm Digital Literacy Skills: PowerPoint Basics ^(1/3) 5:30pm:7:00pm MS Access	9a –1p Construct 1:30pm-4pm Open lab 5:30pm:7:00pm MS Word II	No Classes Lab Closed	9am—1:pm TechGYRLS
11	12	13	14	15	16
9a –1p Construct 1:30pm-3:00pm Digital Literacy Skills: Power Point Basics ^(2/3) 5:30pm:7:00pm MS Access	9a –1p Construct 1:30pm-4pm Open lab 5:30pm:7:00pm MS Access	9a –1p Construct 1:30pm-3:00pm Digital Literacy Skills: PowerPoint Basics ^(3/3) 5:30pm:7:00pm MS Access	9a –1p Construct 1:30pm-4pm Open lab 5:30pm:7:00pm MS Word II	No Classes Lab Closed	9am—1:pm TechGYRLS
18	19	20	21	22	23
9a –1p Construct 1:30pm-3:00pm Digital Literacy Skills:Excel Basics ^(1/4) 5:30pm:7:00pm MS Excel II ^(1/6)	9a –1p Construct 1:30pm-4pm Open lab 5:30pm:7:00pm MS Excel II ^(2/6)	9a –1p Construct 1:30pm-3:00pm Digital Literacy Skills: MS Excel Basics ^(2/4) 5:30pm:7:00pm MS Excel II ^(3/6)	9a –1p Construct 1:30pm-4pm Open lab 5:30pm:7:00pm MS Word II	No Classes Lab Closed	9am—1:pm TechGYRLS
25	26	27	28	29	30
9a –1p Construct 1:30pm-3:00pm Digital Literacy Skills: Excel Basics ^(3/4) 5:00pm:7:00pm MS Excel II ^(4/6)	9a –1p Construct 1:30pm-4pm Open lab 5:30pm:7:00pm MS Excel II ^(5/6)	9a –1p Construct 1:30pm-3:00pm Digital Literacy Skills: Excel Basics ^(4/4) 5:30pm:7:00pm MS Excel II ^(6/6)	9a –1p Construct 1:30pm-4pm Open lab 5:30pm:7:00pm MS Word II	No Classes Lab Closed	No Classes Lab Closed

Parks and Francis Center South side Parks and Francis Center South side

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eliminating racism
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YWCA Metropolitan Chicago
Parks Francis Center
6600 S. Cottage Grove
Chicago IL, 60637
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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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