

# YWCA METROPOLITAN CHICAGO | INNOVATION & TECHNOLOGY INSTITUTE

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

### courseschedule April 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 2:00pm-3:30pm Digital Literacy Skills: <b>Excel II</b> <sub>(1/3)</sub> 5:30p-7:30p <b>Adv. Excel: Index &amp; Match Lookups</b>	2 1:30p—4:00p Open Lab 6:00pm:8:30pm YWCA SBDC presents <b>Plan For Profit: Small Business Development</b> course	3 2:00pm-3:30pm Digital Literacy Skills: <b>Excel II</b> <sub>(2/3)</sub> 5:30p-7:30p <b>Adv. Excel: Applying Lookup Functions</b>	4 1:30pm—4:00pm Open Lab	5 No Classes Lab Closed	6 9am—1:pm <b>TechGYRLS</b> <b>WagiLabs:</b> for girls ages 8 to 11 10a-1pm
8 2:00pm-3:30pm Digital Literacy Skills: <b>MS Excel II</b> <sub>(3/3)</sub> 5:30p-7:30p <b>Adv. Excel: Pivot Tables</b>	9 1:30pm-4pm Open lab 6:00pm:8:30pm YWCA SBDC presents <b>Plan For Profit: Small Business Development</b>	10 2:00pm-3:30pm Digital Literacy Skills: <b>Word II</b> <sub>(2/2)</sub>	11 1:30pm-4pm Open lab 5:30p-7:30p <b>Adv. Excel: Applying Pivot Tables</b>	12 No Classes Lab Closed	13 9am—1:pm <b>TechGYRLS</b> <b>WagiLabs:</b> for girls ages 8 to 11
15 2:00pm-3:30pm Digital Literacy Skills: <b>Word II</b> <sub>(2/2)</sub> 5:30p-7:30p <b>Adv. Excel: What-If Analysis I</b>	16 1:30pm-4pm Open lab 6:00pm:8:30pm YWCA SBDC presents <b>Plan For Profit: Small Business Development</b> course	17 No Classes scheduled	18 1:30pm-4pm Open lab 5:30p-7:30p <b>Adv. Excel: What-If Analysis I</b>	19 No Classes Lab Closed	20 9am—1:pm <b>TechGYRLS</b> <b>WagiLabs:</b> for girls ages 8 to 11 10a-1pm
22 2:00pm-3:30pm Digital Literacy Skills: <b>Making your own Business Cards with MS Word</b> 5:30p-7:30p <b>Adv. Excel: What-If Analysis II</b>	23 1:30pm-4pm Open lab 6:00pm:8:30pm YWCA SBDC presents <b>Plan For Profit: Small Business Development</b> course	24 2:00pm-3:30pm Digital Literacy Skills: <b>Exploring Social Media</b>	25 1:30pm-4pm Open lab 5:30p-7:30p <b>Adv. Excel: What-If Analysis II</b>	26 No Classes Lab Closed	27 9am—1:pm <b>TechGYRLS</b> For girls ages 9-14 10a—1pm: <b>WagiLabs:</b> for girls ages 8 to 11
29 1:30pm-3:00pm Digital Literacy Skills: <b>Blogging and Vlogging</b> 5:30p-7:30p <b>Exploring Social Media</b>	30 1:30pm-4pm Open lab 6:00pm:8:30pm YWCA SBDC presents <b>Plan For Profit: Small Business Development</b> course	<p><b>This Month: Our 50 Plus</b> 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. <u>Also</u> are you looking to start or expand a small business? Check out the SBDC <b>Plan for Profit</b> Program, Tuesdays at 6:00pm</p>			

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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:  
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