

YWCA METROPOLITAN CHICAGO | INNOVATION & TECHNOLOGY INSTITUTE

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

courseschedule May 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4
<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. <u>Also</u>, Prepare for next month's SQL class with Relational Database Concepts.</p>		<p>12:30pm-1:30pm EEI Job Club</p> <p>2:00pm-3:30pm Digital Literacy Skills: Computer Fundamentals (1/2)</p>	<p>1:30pm—2:30:Construct Job Club</p> <p>2:30pm—4pm Open lab</p> <p>5:30p-8:00p MS Excel I Provelt Test Prep (1/3)</p>	<p>No Classes</p> <p>Lab Closed</p>	<p>9am—1:pm TechGYRLS</p> <p>WagiLabs: for girls ages 8 to 11 10a-1pm</p>
6	7	8	9	10	11
<p>2:00pm-3:30pm Digital Literacy Skills: Computer Fundamentals (2/2)</p> <p>5:30p-8:00p MS Excel I Provelt Test Prep (2/3)</p>	<p>2:00pm-4pm Open lab</p> <p>6:00pm:8:30pm YWCA SBDC presents Plan For Profit: Small Business Development</p>	<p>12:30pm-1:30pm EEI Job Club</p> <p>2:00pm-3:30pm Digital Literacy Skills: Windows 10 Fundamentals (1/3)</p>	<p>1:30pm—2:30:Construct Job Club</p> <p>2:30pm—4pm Open lab</p> <p>600pm-8:30pm SBDC Business Tech: Creating Effective, Eye-catching PowerPoint Presentations</p>	<p>No Classes</p> <p>Lab Closed</p>	<p>9am—1:pm TechGYRLS</p> <p>WagiLabs: for girls ages 8 to 11</p>
13	14	15	16	17	18
<p>2:00pm-3:30pm Digital Literacy Skills: Windows 10 Fundamentals (2/3)</p> <p>5:30p-8:00p MS Excel I Provelt Test Prep (1/3)</p>	<p>2:00pm-4pm Open lab</p> <p>6:00pm:8:30pm YWCA SBDC presents Plan For Profit: Small Business Development course</p>	<p>12:30pm-1:30pm EEI Job Club</p>	<p>1:30pm—2:30:Construct Job Club</p> <p>2:30pm—4pm Open lab</p> <p>5:30p-8:00pm Relational Database Concepts (prerequisite for SQL class)</p>	<p>No Classes</p> <p>Lab Closed</p>	<p>9am—1:pm TechGYRLS</p> <p>WagiLabs: for girls ages 8 to 11 10a-1pm</p>
20	21	22	23	24	25
<p>2:00pm-3:30pm Digital Literacy Skills: Windows 10 Fundamentals (3/3)</p> <p>5:30p-8:00pm Relational Database Concepts (2/2) (prerequisite for SQL class)</p>	<p>2:00pm-4pm Open lab</p> <p>6:00pm:8:30pm YWCA SBDC presents Plan For Profit: Small Business Development course</p>	<p>12:30pm-1:30pm EEI Job Club</p> <p>2:00pm-3:30pm Digital Literacy Skills: Email Basics</p>	<p>1:30pm—2:30:Construct Job Club</p> <p>2:30pm—4pm Open lab</p> <p>600pm-8:30pm SBDC Business Tech: MS Excel for Business</p>	<p>No Classes</p> <p>Lab Closed</p>	<p>No Classes</p> <p>Lab Closed</p>
27	28	29	30	31	
 <p>MEMORIAL DAY</p>	<p>6:00pm:8:30pm YWCA SBDC presents Plan For Profit: Small Business Development course</p>	<p>12:30pm-1:30pm EEI Job Club</p> <p>No Classes scheduled</p>	<p>1:30pm—2:30:Construct Job Club</p> <p>No Classes scheduled</p>	<p>No Classes</p> <p>Lab Closed</p>	

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<p>eliminating racism empowering women</p> <p>ywca</p> <p>metropolitan chicago</p>	<p>YWCA Metropolitan Chicago Parks Francis Center 6600 S. Cottage Grove Chicago IL, 60637 ywcachicago.org</p>	<p>For more information or to register, call Gregory Vaughn 773-496-5634</p> <p>or</p> <p>gregory.vaughn@ywcachicago.org</p>
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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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