

YWCA METROPOLITAN CHICAGO | INNOVATION & TECHNOLOGY INSTITUTE

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

courseschedule August 2019

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3
<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: Saturday Keyboarding (typing) and Open lab continues. Learn, improve, or practice typing skills to enhance job potential. You can also reinforce what you learned in class in Open lab.</p>			<p>1:30pm—2:30:Construct Job Club</p> <p>2:30pm—4pm Open lab</p> <p>5:00p—6:30p</p> <p>MS Excel I</p>	No Classes Lab Closed	No Classes Lab Closed
5	6	7	8	9	10
<p>2:00pm-3:30pm Digital Literacy Skills: MS Excel Basics</p> <p>5:30p-8:30p Structured Query Language (SQL)</p>	<p>2:00pm-4pm Open lab</p> <p>5:30p-7p SQL Practice</p>	<p>12:30pm-1:30pm EEI Job Club</p> <p>2:00pm-3:30pm Digital Literacy Skills: MS Excel Basics</p>	<p>1:30pm—2:30:Construct Job Club</p> <p>2:30pm—4pm Open lab</p> <p>5:00p—6:30p</p> <p>MS Excel II</p>	No Classes Lab Closed	Keyboarding/ Open lab 9a-1p
12	13	14	15	16	17
<p>2:00pm-3:30pm Digital Literacy Skills: MS Excel Basics</p> <p>5:30p-8:30p Structured Query Language (SQL)</p>	<p>2:00pm-4pm Open lab</p> <p>5:30p-7p SQL Practice</p>	<p>12:30pm-1:30pm EEI Job Club</p> <p>2:00pm-3:30pm Digital Literacy Skills: MS Excel Basics</p>	<p>1:30pm—2:30:Construct Job Club</p> <p>2:30pm—4pm Open lab</p> <p>5:00p—6:30p</p> <p>MS Excel II</p>	No Classes Lab Closed	No Classes Lab Closed
19	20	21	22	23	24
<p>2:00pm-3:30pm Digital Literacy Skills: MS PowerPoint</p> <p>5:30p-8:30p Structured Query Language (SQL)</p>	<p>2:00pm-4pm Open lab</p> <p>5:30p-7p SQL Practice</p>	<p>12:30pm-1:30pm EEI Job Club</p> <p>2:00pm-3:30pm NO CLASSES</p>	<p>1:30pm—2:30:Construct Job Club</p> <p>2:30pm—4pm Open lab</p> <p>5:00p—6:30p</p> <p>MS Excel II</p>	No Classes Lab Closed	Keyboarding/ Open lab 9a-1p
26	27	28	29	30	31
<p>2:00pm-3:30pm Digital Literacy Skills: MS PowerPoint</p> <p>5:30p-8:30p Structured Query Language (SQL)</p>	<p>2:00pm-4pm Open lab</p> <p>5:30p-7p SQL Practice</p>	<p>12:30pm-1:30pm EEI Job Club</p> <p>2:00pm-3:30pm Digital Literacy Skills: MS PowerPoint</p>	<p>1:30pm—2:30:Construct Job Club</p> <p>2:30pm—4pm Open lab</p> <p>5:00p—6:30p</p> <p>MS Excel II</p>	No Classes Lab Closed	No Classes Lab Closed

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eliminating racism
empowering women



metropolitan chicago

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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