Hello. Welcome to our ongoing series of virtual class offerings. For the computer classes, a computer with access to the internet is required, and for the MS Office classes, you will need to have MS Office on your computer. To register for and get access to the classes, call or email and you will be provided with the information you need. Again, all classes on this schedule are VIRTUAL classes, and do not meet in person.

All Classes Virtual. Registration:
gregory.vaughn@ywcachicago.org
Phone: 773.496.5634

### Course Schedule July 2020

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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<td>Registration: Schedule subject to change. Listed classes may be canceled if the minimum registration requirement is not met.</td>
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<td>9:45am—11:30am MS Excel I</td>
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<td>5:00pm—6:15pm Beginning Spanish Level III</td>
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All times are Central Standard Time (CST). Please make the adjustment if you are attending from another time zone.

### YWCA Metropolitan Chicago
Parks Francis Center
6600 S. Cottage Grove
Chicago IL, 60637
ywca@chicago.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. We are an authorized certification testing center for Certiport, the administrator of industry recognized technology certification testing.

This month’s classes (subject to change depending upon registration)

**Beginning Spanish I**
This class is for students who are new to learning the Spanish language. Emphasis on proper pronunciation, vocabulary, and conversational phrases. Student will learn about noun gender and plurality, adjectives and begin to conjugate verbs.
**Tues 5:00pm—6:15 pm**

**Beginning Spanish III**
The third level of our Beginning Spanish series. Student will continue to work on their vocabulary, conversational phrases, Spanish language rules, and additional Spanish language tenses. Emphasis will be on students’ ability to express themselves confidently in Spanish.
**Wed 5:00pm—6:15 pm**

**SBDC Tech**
These rotating classes of QuickBooks, PowerPoint, Excel for Business Owners, and Website Creation Quickly and Easily, are a co-offering with our Small Business Development Center (SBDC).

**Microsoft Office Specialist (MOS) Exam**
We are an authorized testing center (online also) for MOS exams. Contact us about taking your MOS exam through our center and also about our reduced price for MOS exams.

**Advanced Excel**
In this class we will look at more advanced Excel topics. We will cover the most common intermediate to advanced topics that employers look for, such as Using Conditional functions, What-If Analysis, financial functions, macros, and more.
**Mon/Thur  5:15pm—6:30pm**

For more information or to register, call Gregory Vaughn 773-496-5634 or email: gregory.vaughn@ywcachicago.org

Our Technology Center

Parks Francis Center
Bertha McMorris Innovation & Technology Institute
6600 S Cottage Grove Ave
Chicago, IL 60637