Hello. Welcome to our third month 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. 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

<table>
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<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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<tr>
<td></td>
<td>Registration</td>
<td>Office Administration &amp; Technology</td>
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<td>Register this week for our MOS Certification for MS Excel 2016 courses and Spanish</td>
<td>5:00pm—6:30pm</td>
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<td>Registration for Office Admin and Technology is closed for this session</td>
<td>Beginning Spanish I</td>
<td>Beginning Spanish III</td>
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5:15pm 6:30 pm
Microsoft Office Specialist 2016 Certification. MS Excel Part I: Create and Manage Worksheets and Workbooks
9:45am—12:00pm
Office Administration & Technology
5:00pm—6:30pm
Beginning Spanish I

5:15pm 6:30 pm
Microsoft Office Specialist 2016 Certification. MS Excel Part II: Manage Data Cells and Ranges
9:45am—12:00pm
Office Administration & Technology
5:00pm—6:30pm
Beginning Spanish I

This Month: We begin our Microsoft Excel 2016 MOS Exam prep classes. These classes are free. Please sign call or email to register.

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

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eliminating racism empowering women
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)

**Office Administration and Technology**
This 12-week program will provide the student with the technology skills to work in today’s computer and technology oriented offices. Students cover a myriad of topics. **Program registration is closed.** Please contact us to find out when the next program offering will be.

**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—6:30 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—6:30 pm**

**Microsoft Office Specialist 2016 Certification. MS Excel**
This course will prepare the student to take the Microsoft Office Specialist Exam for MS Excel 2016. The exam has five parts. All parts will be covered in the coming months.  
**Mon &Thurs  5:15pm-6:30pm**

**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.

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