

YWCA METROPOLITAN CHICAGO | INNOVATION & TECHNOLOGY INSTITUTE

Live Stream Computer Training Classes

courseschedule September 2020

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
31 Registration for Office Admin and Technology is closed for this session. 5:45p—7:00p Microsoft Office Specialist Excel 2016 Core	1 9:45a-12:00p Office Administration & Technology 5:00pm—6:30pm Beginning Spanish Level I	2 9:45a-12:00p Office Administration & Technology 5:00pm—6:30pm Beginning Spanish Level III	3 9:45a-12:00p Office Administration & Technology 5:45p—7:00p Microsoft Office Specialist Excel 2016 Core
7 11:45a-2:00p Digital Literacy Basics: Windows Basics 5:45p—7:00p Microsoft Office Specialist Excel 2016 Core	8 9:45a-12:00p Office Administration & Technology 5:00pm—6:30pm Beginning Spanish Level I	9 9:45a-12:00p Office Administration & Technology 5:00pm—6:30pm Beginning Spanish Level III	10 9:45a-12:00p Office Administration & Technology 5:45p—7:00p Microsoft Office Specialist Excel 2016 Core
14 11:45a-2:00p Digital Literacy Basics: Windows Basics 5:45p—7:00p Microsoft Office Specialist Excel 2016 Core	15 9:45a-12:00p Office Administration & Technology 5:00pm—6:30pm Beginning Spanish Level I	16 9:45a-12:00p Office Administration & Technology 5:00pm—6:30pm Beginning Spanish Level III	17 9:45a-12:00p Office Administration & Technology 5:45p—7:00p Microsoft Office Specialist Excel 2016 Core
21 11:45a-2:00p Digital Literacy Basics: Internet Basics 5:45p—7:00p Microsoft Office Specialist Excel 2016 Core	22 9:45a-12:00p Office Administration & Technology 5:00pm—6:30pm Beginning Spanish Level I	23 9:45a-12:00p Office Administration & Technology 5:00pm—6:30pm Beginning Spanish Level III	24 9:45a-12:00p Office Administration & Technology 5:45p—7:00p Microsoft Office Specialist Excel 2016 Core
28 11:45a-2:00p Digital Literacy Basics: Email Basics 5:45p—7:00p Microsoft Office Specialist Excel 2016 Core	29 9:45a-12:00p Office Administration & Technology 5:00pm—6:30pm Beginning Spanish Level I	30 9:45a-12:00p Office Administration & Technology 5:00pm—6:30pm Beginning Spanish Level III	This month: By popular demand, Digital Literacy Basics. This series is for those who are new to using computers, or need a refresher before taking higher-level courses. Also: We continue our MS Excel MOS Exam prep course. This class began in August and prepares students to take the core-level Microsoft Office Specialist Exam for MS Excel 2106



<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 or 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. 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

Digital Literacy Basics

This class is for students who are new to computer studies or who need a refresher on the basics before enrolling in higher-level classes. Topics covered will be: Windows Basics, Internet Basics, and email basics

Mon 11:45am—12:00pm

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 5:45pm-7:00pm

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.

Our Technology Center

Parks Francis Center

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

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

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