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

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<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
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<tbody>
<tr>
<td><strong>This month:</strong> 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. <strong>Also:</strong> 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 2016.</td>
<td><strong>9:45a-12:00p</strong> Office Administration &amp; Technology <strong>5:00p—6:30p</strong> Beginning Spanish Level I</td>
<td><strong>9:45a-12:00p</strong> Office Administration &amp; Technology <strong>5:00p—6:30p</strong> Beginning Spanish Level III</td>
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No Classes

| 12 | 13 | 14 | 15 |

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**OCTOBER**

**11:45a-2:00p**

Digital Literacy Basics:

- Computer Fundamentals

- Internet Basics

**9:45a-12:00p**

MS Word 2016 MOS Exam Prep

- 5:00p—6:30p

Beginning Spanish Level I

**11:45a-2:00p**

Digital Literacy Basics:

- Computer Fundamentals

- Internet Basics

**9:45a-12:00p**

MS Word 2016 MOS Exam Prep

- 5:00p—6:30p

Beginning Spanish Level I

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**YWCA Metropolitan Chicago**

Parks Francis Center

6600 S. Cottage Grove

Chicago IL, 60637

ywca chicagow.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)

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.

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 and Thurs 11:45am—12:00pm

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—6:30pm

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—6:30pm

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.

Microsoft Office Specialist 2016 Certification. MS Word
This is a supplemental course that picks up where the MS Word Basics course left off. Topics on the MS Word 2016 MOS exam that were not covered in the Word Basics course will be covered here.
Tues and Weds 9:45am—12:00pm

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

Parks Francis Center
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