

YWCA METROPOLITAN CHICAGO | INNOVATION & TECHNOLOGY INSTITUTE

Live Stream Computer Training Classes

courseschedule January 2021

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
4	5	6	7
REGISTER			
11	12	13	14
REGISTER			
18	19	20	21
	12:00pm—1:30pm Video Conferencing: Using Zoom 5:00pm—6:30pm Beginning Spanish	12:00pm—1:30pm Video Conferencing: Using Microsoft Teams 5:00pm—6:30pm Continuing Spanish	12:00pm—1:30pm Internet Basics 5:30pm—7:00pm MS Excel
25	26	27	28
5:30pm—7:00pm MS Excel	12:00pm—1:30pm MS Windows Basics 5:00pm—6:30pm Beginning Spanish	12:00pm—1:30pm Email Basics 5:00pm—6:30pm Continuing Spanish	12:00pm - 1:30pm OAT: Document Management 5:30pm—7:00pm MS Excel

Gregory Vaughn


HAPPY NEW YEAR! Welcome to the beginnings of our 2021 course offerings. This month we begin with our basic and pre-requisite courses. Planned for later this year: Excel Data Analysis, Excel Financial Analysis, MS Access, Webpage Coding, and more. This month's Video conferencing offerings help to prepare the students to adapt to a new learning or working environment. The MS Excel classes are pre-requisites for the more advanced Excel classes to come. By popular demand, we are resuming our Spanish classes at two levels: Beginning and Continuing. Please register now to begin to secure your place in these classes. Email (**PREFERRED**) or phone to register.

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For more information or to register,
call Gregory Vaughn 773-496-5634
or
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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)

Video Conferencing: Using Zoom

We will cover the basic features of Video Conferencing software and the Zoom video conferencing app specifically.

MS Excel

Our first level computer Excel class. This class will familiarize the student with the nomenclature of the Excel window, formatting spreadsheets, navigating spreadsheets, simple formulas and functions and creating charts. This goal of this basics class is to provide enough Excel knowledge that the student would be able to easily pass the Excel skills test administered by some staffing agencies and employers.

MS Word

This class is an introduction to the MS Word word processing program. In this class, student will learn the nomenclature associated with MS Word features, how to create documents in MS Word, and common formatting features.

Beginning Spanish

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.

Windows 10 Fundamentals

In this course you will learn some of the basics of the Windows 10 Operating system. Our primary focus for this course will be to familiarize the students with what an operating system, and why it is necessary. Also, we will cover some of the common features of Windows 10, and some basic file and folder operations.

Continuing Spanish

Students 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.

Internet Basics

In this course the student will learn some basic information regarding the internet, such as what is the Internet, how does it differ from the World Wide Web, how to find information and websites on the internet, the different types of website and their suffixes, such as .com, .gov, .edu, and much more.

Video Conferencing: Using MS Teams

We will cover the basic features of Video Conferencing software and the Teams video conferencing app specifically.

Email Basics

In this course the student will learn the basics of using electronic mail. We will cover the common parts of all email providers such as Inbox, Sent, Trash, and junk mail folders, how to send email with and without attachments, how to reply to emails, differences in the To, CC, and BCC line, and more.

Document Management

This class covers the Office Administration skill of being able to organize files and folders on permanent and removable disks. Also, covered will be converting documents to other formats, protecting documents by making them read only, and more.

Our Technology Center

Parks Francis Center

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For more information or to register, call
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