

YWCA METROPOLITAN CHICAGO | INNOVATION & TECHNOLOGY INSTITUTE

Live Stream Computer Training Classes

courseschedule August 2022

Hello. Welcome to our ongoing series of virtual and **in-person** class offerings. For the virtual 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. In-person classes meet at our Parks Francis Location, 6600 S Cottage Grove Ave. **To register for and get access to the classes, call or email and you will be provided with the information you need.**

Unless specifically noted, classes are virtual. Registration:

gregory.vaughn@ywcachicago.org

Phone:773.496.5634

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
REGISTER 12:00—1:00pm MS Word Basics	REGISTER 11:00pm—1:00pm YW Tech Lab Web Design Program	REGISTER 5:30pm—6:30pm Beginning Spanish	REGISTER 5:30pm—7:30pm YW Tech Lab Web Design Program	No Classes
8	9	10	11	12
12:00—1:00pm MS Excel Basics	11:00pm—1:00pm YW Tech Lab Web Design Program	12:00—1:00pm MS Excel Basics 5:30pm—6:30pm Beginning Spanish	5:30pm—7:30pm YW Tech Lab Web Design Program	11:00-12:00 Digital Literacy Basics: Parks Francis Computer Lab
15	16	17	18	19
12:00—1:00pm MS Excel Basics 5:30pm - 7:00pm SBDC Tech QuickBooks Online	11:00pm—1:00pm YW Tech Lab Web Design Program	12:00—1:00pm MS Excel Basics 5:30pm—6:30pm Beginning Spanish	5:30pm—7:30pm YW Tech Lab Web Design Program	11:00-12:00 Digital Literacy Basics: Parks Francis Computer Lab
22	23	24	25	26
12:00—1:00pm MS PowerPoint Basics 5:30pm - 7:00pm SBDC Tech QuickBooks Online	11:00pm—1:00pm YW Tech Lab Web Design Program	12:00—1:00pm MS PowerPoint Basics 5:30pm—6:30pm Beginning Spanish	5:30pm—7:30pm YW Tech Lab Web Design Program	11:00-12:00 Digital Literacy Basics: Parks Francis Computer Lab
29	30	31		
12:00—1:00pm MS PowerPoint Basics 5:30pm - 7:00pm SBDC Tech	11:00pm—1:00pm YW Tech Lab Web Design Program	5:30pm—6:30pm Beginning Spanish		

This month: We continue **in-person instruction** at our Parks Francis Center with Digital Literacy basics. These are very basic, entry-level classes for those who are just beginning their digital literacy journey. **Also**, back by popular demand is our Beginning Spanish class. **Additionally**, For our **Small Business owners**, and any others who may be interested, we have the **QuickBooks Online** class, **Next Month:** .We offer classes for **Microsoft Office Specialist certification in MS Excel, and MS Word**. The MS Word class will be online, while the MS Excel class will be in person at our Parks Francis location. Please **register in advance**, as these are subject to sufficient registration



YWCA Metropolitan Chicago
Parks Francis Center
6600 S. Cottage Grove
Chicago IL, 60637
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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)

Digital Literacy Basics

This is a beginning class in Digital Literacy concepts for those new to computers. Concepts such as types of computers, parts of a computer system, using USB flash drives, and more.

Beginning Spanish

Have you wanted to learn to speak Spanish, but could not find an affordable, live course? Well this month we resume our Beginning Spanish classes.

MS Excel Basics

Learn the basics of MS Excel 2019. We will cover the tools and features needed to be proficient in modern spreadsheet creation. This class will also serve as a great pre-requisite for our MS Excel Microsoft Office Specialist Certification prep classes that will be offered in September.

YW Tech Lab Web Design Program

Instructor-led recap, question-and-answer session, and further instructions for the HTML, CSS, and JavaScript Web Design Program. Participants must apply/register in advance for this program.

SBDC Tech: QuickBooks Online

Small business owners, and anyone interested, can learn the basics of the most popular business finance software program. Learn how to set up your business, input customers, transactions, and expenses and more.

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
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