CHARLES W. GILCHRIST
IMMIGRANT RESOURCE CENTER
Welcome. Connect. Together We Thrive.

MONTGOMERY COLLEGE

EAST COUNTY

3300 Briggs Chaney Road, Silver Spring, MD 20904

Phone: 240.777.8406

WINTER | 2018

GILCHRIST CENTER'S INTRODUCTORY COMPUTER CLASSES

Introduction to Computers: Learn and practice the basics of using a computer, basic Microsoft Word, Internet and email.
Keyboarding for the Workplace: Learn correct keyboarding techniques while improving typing speed.
Registration fee: $20.00 for County residents, $30.00 for non-County. **Check/Money Order Only**.

No.	Class Schedule	Date	Taught in	Registration and Fee
A	**INTRODUCTION TO COMPUTERS** Tuesday, 6:30 pm - 8:30 pm	Feb. 6 – Apr. 3	English	Tuesday, Jan. 30 at 6:00 pm Fee: $20 for residents; $30 for non-residents
B	**KEYBOARDING FOR THE WORKPLACE** Saturday, 9:00 am - 11:00 am	Feb. 3 – Mar. 17	English	Tuesday, Jan. 30 at 6:00 pm Fee: $20 for residents; $30 for non-residents

MONTGOMERY COLLEGE COMPUTER CLASSES FOR THE WORKPLACE

Microsoft Office for the Workplace: Learn Microsoft Word, Excel and Power Point (advanced course).
Registration fee: $30 ($15 Course fee plus $15 book fee) **Check/Money Order Only.**

Class Schedule	Date	Taught in	Registration and Fee
MICROSOFT OFFICE FOR THE WORKPLACE Saturday, 11:00 am - 1:00 pm	Feb. 3 - Apr. 28	English	Saturday, Jan. 20 at 11:00 am $30.00 (Check/Money Order Only)
MICROSOFT OFFICE FOR THE WORKPLACE Tuesday, 6:30 pm - 8:30 pm	Feb. 6 - Apr. 24	English	Tuesday, Jan. 23 at 6:30 pm $30.00 (Check/Money Order Only)

Gilchrist Center will be CLOSED

Winter Break: Dec 23, 2017 – Jan 1, 2018
Martin Luther King Jr. Holiday: Jan 13 – 15
Presidents Day Weekend: Feb 17 – 19

In case of bad weather, please call 240.777.4940

We can help you in your language!

Ask us about...
Employment & Job Search — Computer Classes– Healthcare – Free or Low Cost Legal Help– Spanish Literacy and Classes– Tax Preparation, Volunteer Opportunities and more!

FIND US ON GilchristImmigrantResourceCenter