



Montgomery College

endless possibilities

GAITHERSBURG LIBRARY

18330 Montgomery Village Avenue * Gaithersburg * Tel: (240) 777-4959

BASIC COMPUTERS WINTER 2015

Computer Skills for the Workplace

Learn: Microsoft Word, Excel and PowerPoint

Class Schedule	Dates	Taught In	Registration
Tuesday & Thursday, 6:30pm-8:30pm	1/22/15 – 2/19/15	English	Tuesday, 1/20, 6:00pm

Basic Computer Skills for ESOL students

Learn: Email, Internet, creating a resume

Class Schedule	Dates	Taught In	Registration
Saturday, 12:30pm – 2:30pm	1/31/15 – 4/4/15	English	Saturday, 1/24, 10:15am

Computación Básica II

Aprenda: sistema operativo Windows y MS Word, internet y correo electrónico

Horario de Clase	Fechas	Idioma	Registación
Sábado, 2:45pm – 4:45pm	2/7/15 – 4/4/15	Español	Sábado, 1/24, 10:15am

- ❖ **How to register:** In person on the registration date and time listed for each class
- ❖ **Registration fee: \$15.00** for county residents. CHECK or MONEY ORDER only.

Questions? Call 240-777-4959