



Montgomery College

endless possibilities

GAITHERSBURG LIBRARY

18330 Montgomery Village Avenue * Gaithersburg, MD 20879

SPRING SEMESTER – COMPUTER CLASSES

Course	Description	Dates	Day & Time	Registration
Computers for the Workplace	Gain practical experience with various workplace uses of Microsoft Word, Excel, and PowerPoint.	2/16 – 3/15	Tues. & Thurs. 6:30 – 8:30pm	Tues. 2/2 6:30pm *Evaluation required
Basic Computers for ESOL students	Learn how to use the internet, email address and Microsoft office while improving your English skills.	2/17 – 4/20	Wed. 6:30 – 8:30pm	Wed. 2/3 6:30pm
Computer Basics Intro to PCs	Learn the basic computer components and basic computer operations.	2/20 – 4/23	Sat. 10:15 – 12:15pm	Sat. 2/6 10:15am
Basic Computers in Spanish – Level I	Aprenda los componentes básicos y operaciones básicas de la computadora.	2/20 – 4/23	Sat. 12:30 – 2:30pm	Sat. 2/6 10:15am
Basic Computer in Spanish – Level II	Continuación de la práctica del uso del internet, correo electrónico y Microsoft Word	2/20 – 4/23	Sat. 2:45 – 4:45pm	Sat. 2/6 10:15am

Class Location: Gaithersburg Library – Computer lab (1st floor)

Where to register: Gaithersburg Library 2nd floor

How to register: In person, check registration date and time for each class (last column)

Registration fee: \$15.00 for county residents. CHECK or MONEY ORDER only.

Questions? Call 240-777-4959



Montgomery County PUBLIC LIBRARIES

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