



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

GAITHERSBURG

18330 Montgomery Village Avenue
 Gaithersburg, MD 20879
 Phone: 240.777.4960



FALL | 2019

GILCHRIST CENTER'S COMPUTER CLASSES FOR BEGINNERS

Intro. to Computers: Basics of using a computer, very basic Microsoft Word, Internet and email.

Intro. to Word/Internet: File management and more advanced-beginner functions in Microsoft Word, Internet, and email. Must know skills in Intro. to Computers.

Introducción al Uso de la Computadora: Este curso es diseñado para los que no poseen conocimiento de la computadora.

MS Word, Correo Electrónico, Archivos y Carpetas: Este curso ayudará a desarrollar habilidades en el uso de documentos básicos de palabras, administrar archivos, preparar una carta o currículum; Crear y administrar una cuenta de correo electrónico.

Fee: \$20 for county residents; \$30 for non-residents (Cash, Check or Money Order ONLY, not refundable) **No credit cards**

Class	No.	Schedule	Taught in	Registration Dates
Introducción al Uso de la Computadora	N	Martes, 6:30 pm – 8:30 pm September 24 – November 12	Español	<u>Inscripción,</u> Martes, September 10 5:15 pm
MS Word, Correo Electronico, y Archivos y Carpetas	P	Sábados, 10:15 am – 12:15 pm September 28 – November 16	Español	
Introduction to Computers	L	Wednesdays, 10:00 am – 12:00 pm September 25 – November 13	English	Wednesday, September 11 10:00 am
Introduction to MS Word and Internet	M	Fridays, 10:15 am – 12:15 am September 27 – November 15	English	

Gilchrist Center will be CLOSED

Labor Day Weekend: August 31-September 2, 2019

Veteran's Day: November 11, 2019

Thanksgiving Weekend: Nov 27-Dec 1, 2019

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](https://www.facebook.com/GilchristImmigrantResourceCenter)

240 . 777 . 4960



www.montgomerycountymd.gov/gilchrist

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