



CHARLES W. GILCHRIST

# IMMIGRANT RESOURCE CENTER

Welcome. Connect. **Together We Thrive.**

## WHEATON

Westfield South Building 11002 Veirs Mill Rd, Suite 506

Wheaton, MD 20902

Phone: 240.777.4940



UPDATED!

WINTER | 2019

### GILCHRIST CENTER'S COMPUTER CLASSES FOR BEGINNERS

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

**Intro. To Microsoft Word and 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 Electronico, Y 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.

| Class Schedule                                            |                  | Date                                                                                                                                                                                                                                                                                         | Taught in | Registration and Fee                                                                                                          |
|-----------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>INTRODUCTION TO COMPUTERS</b>                          | D<br>E<br>F<br>G | <ul style="list-style-type: none"> <li>Tuesdays, January 29 – March 19<br/>9:30 – 11:30 am</li> <li>Tuesdays, January 29 – March 19<br/>7:00 – 9:00 pm</li> <li>Thursdays, January 31 – March 21<br/>5:00 – 7:00 pm</li> <li>Saturdays, February 2 – March 30<br/>11:00 – 1:00 pm</li> </ul> | English   | <b>Tuesday, January 8</b><br><br><b>1:00 pm</b> for weekday daytime classes<br><br><b>5:00 pm</b> for weekday evening classes |
| <b>INTRODUCCIÓN AL USO DE LA COMPUTADORA</b>              | H                | <ul style="list-style-type: none"> <li>Saturdays, February 2 – March 30<br/>9:00 – 10:45 am</li> </ul>                                                                                                                                                                                       | Spanish   | <b>Saturday, January 12</b><br><b>10:00 am</b> for Saturday classes                                                           |
| <b>MS Word, Correo Electrónico, Y Archivos Y Carpetas</b> | J                | <ul style="list-style-type: none"> <li>Wednesdays, January 30 – March 20<br/>12:00 – 2:00 pm</li> </ul>                                                                                                                                                                                      | Spanish   | <b>Fee:</b> \$20 for county residents; \$30 for non-residents<br>(Cash, Check or Money Order <b>ONLY</b> , not refundable)    |
| <b>INTRODUCTION TO MICROSOFT WORD AND INTERNET</b>        | K<br>L           | <ul style="list-style-type: none"> <li>Tuesdays, January 29 – March 19<br/>5:00 – 7:00 pm</li> <li>Thursdays, January 31 – March 21<br/>7:00 – 9:00 pm</li> </ul>                                                                                                                            | English   |                                                                                                                               |
| <b>OPEN LAB AND KEYBOARDING PRACTICE</b>                  | M                | <ul style="list-style-type: none"> <li>Thursdays, January 31 – March 21<br/>12:00 – 2:00 pm</li> </ul>                                                                                                                                                                                       | English   | <b>Free!</b><br><b>No registration required</b>                                                                               |

240.777.4940



[www.montgomerycountymd.gov/gilchrist](http://www.montgomerycountymd.gov/gilchrist)

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