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

**EAST COUNTY**
3300 Briggs Chaney Road
Silver Spring, MD 20904
Phone: 240.777.8406

# WINTER | 2020

## CITIZENSHIP PREPARATION

Study to become a U.S. Citizen! Must have been a permanent resident for at least four years. Bring your social security card and green card to the first class. *Free!*

**Tentative Classes:** Saturdays, 9 am – 12 pm
*Start dates to be determined.*

*by Gilchrist Center*

## OPEN LAB & KEYBOARDING PRACTICE

**Free drop-in! P**ractice your keyboarding, using the mouse and other computer skills. An instructor will be available to answer your questions and provide limited assistance.

- Saturdays, 9:00 am – 10:30 am
  January 25 – March 21

*by Gilchrist Center*

## WORKSOURCE MONTGOMERY

WorkSource Montgomery focuses on linking local and regional economic development and workforce efforts in Montgomery County, Maryland. We offer career counseling and individualized employment plans to assist you with obtaining long-term employment.

- Monday – Thursday, 9:00 am – 5:00 pm
- Friday, 9 am – 3:00 pm

**For more information please call: 240.777.8412**

**by Worksource Montgomery**

## BASIC COMPUTER CLASSES

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

- Wednesdays, 6:30 pm – 8:30 pm
  January 22 – March 11

**Introduction to Basic Microsoft Word and Internet**
File management and more advanced-beginner functions in Microsoft Word, Internet and email. Must know sills in Intro. to Computers.

- Saturdays, 11 am – 1 pm
  January 25 – March 21

**Registration:** Wednesday, Jan 8 at 6 pm – 8 pm
Saturday, Jan 11 at 10 am – 1 pm

**Fee:** $20 for county residents; $30 for non-residents
(Cash, Money Order or Check **ONLY** (payable to Montgomery County Government), not refundable.

*by Gilchrist Center*

## INTRODUCTION TO QUICKBOOKS II

Learn how to manage cash flow, basic skills in managing bills, accounts payable, accounts receivable and planning audits. Sign up for this course designed just for you.

Class Schedule: Tuesdays, 6 pm – 7 pm
February 4 – March 10

Registration: Wednesday, Jan 8 at 6:00 pm – 8:00 pm
or Saturday, Jan 11 at 10:00 am – 1:00 pm

**Fee:** FREE

*Participants must be comfortable using Microsoft Word & Excel.

*by Gilchrist Center*

**\*All classes are open to ages 18 years and up only.**

240. 777. 8406

www.montgomerycountymd.gov/gilchrist

Last updated 12/17/2019

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## LOCATION: WHITE OAK LIBRARY

## 11701 NEW HAMPSHIRE AVE., SILVER SPRING MD 20904

## INTRODUCTION TO COMPUTERS

Learn the basics of using a computer, very basic Microsoft Word, internet and email.

- Thursdays, 6:00 pm – 7:45 pm
  January 23 – March 12

**Registration**: Thursday, January 9, 5:30 pm – 7:30 pm
Thursday, January 16, 5:30 pm – 7:30 pm

**Fee:** $20 for county residents; $30 for non-residents (Cash, Money Order or Check **ONLY** (payable to Montgomery County Government), not refundable.

*by Gilchrist Center*

## ENGLISH CONVERSATION

- Open to ages 18 and up only
- For people who wish to practice speaking English in a friendly setting
- **For Intermediate & advanced speakers**
- Free, drop in classes! Come as often as you like – no registration needed!

**Every Thursday, 6:30 pm – 7:45 pm**

*by Gilchrist Center*

**\*All classes are open to ages 18 years and up only.**

Call 240.277.6462 or 240.777.8401 for questions about the classes.
(Please leave a message: we will return your call)

## Gilchrist Center will be CLOSED

**Thanksgiving Weekend: Nov 27 – Dec 1, 2019**
**Winter Holidays: December 23, 2019 - January 1, 2020**
**Martin Luther King Weekend: January 18 - 20, 2020**
**President's Day Weekend: February 15 - 17, 2020**

**In case of bad weather, please call 240-777-4940.**

## EVERYONE COUNTS IN MCMD
www.montgomerycountymd.gov/census

## United States® Census 2020

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