



CHARLES W. GILCHRIST

IMMIGRANT RESOURCE CENTER

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

WHEATON

Westfield South Building, 11002 Veirs Mills Rd,
5th Floor, Wheaton, MD 20902

Phone: 240.777.4940

WE ARE MOVING!

WINTER

2018

Why should I take a computer class?

1. Communicate with Family/ Friends
2. Apply for Jobs
3. Promote Your Business
4. Get Information
5. Internet Privacy and Safety
6. Entertainment

Introduction to Computers

Learn the basics about hardware and software, how to use the mouse and keyboard, basic Microsoft Word, Email and Internet, including basic Internet safety. *No prior experience required.*

No.	Class Schedule	Date	Taught in	Registration
C	Tuesday, 9:30 – 11:30 am	2/6 – 3/20	English	Wednesday, January 31 at 1 pm
D	Tuesday, 7:00 – 9:00 pm	2/6 – 3/20	English	Wednesday, January 31 at 5 pm
E	Saturday, 11:00 – 1:00 pm	2/10 – 3/24	English	Saturday, February 3 at 10 am

Microsoft Word and Internet for Beginners

Learn about file management, more Email skills such as attaching files, Microsoft Word formatting, and more Internet skills such as Google apps, and Internet security. *Prior experience: comfortable with skills covered in Introduction to Computers.*

No.	Class Schedule	Date	Taught in	Registration
F	Wednesday, 9:30 – 11:30 am	2/7 – 3/21	English	Wednesday, January 31 at 1 pm
G	Tuesday, 5:00 – 7:00 pm	2/6 – 3/20	English	Wednesday, January 31 at 5 pm

Keyboarding Practice Time (bilingual) Free!

Would you like to type/keyboard faster with greater accuracy? That takes practice! Sign up to have dedicated time to practice your keyboarding and using the mouse. A teacher will be available for questions. *No prior experience required.*

No.	Class Schedule	Date	Taught in	Registration
H	Thursday, 12:30 – 2:30 pm	2/8 – 3/22	English / Spanish	Wednesday, January 31 at 1 pm
J	Thursday, 5:00 – 7:00 pm	2/8 – 3/22	English / Spanish	Wednesday, January 31 at 5 pm

Gilchrist Center will be

CLOSED

Winter Break: Dec 23, 2017 – Jan 1, 2018

Closure for Office Move: Jan 13 – 20

Presidents Day Weekend: Feb 17 – 19

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

Fee: \$20 for county residents; \$30 for non-residents
(Cash or check only, not refundable)

In-person registration, first come, first served until
classes are full.

No make-ups or refunds for missed classes. Open to
ages 18 years and over.

240 . 777 . 4940



www.montgomerycountymd.gov/gilchrist

Updated: 12/ 16 / 2017