



To Register Please
Contact:

HuntVWDC@BaltimoreCountyMD.gov
LcWDRC@BaltimoreCountyMD.gov

BALTIMORE COUNTY DIGITAL LITERACY PROGRAM

About the Program:

Advances in digital technology have changed aspects of everyday life.

This digital literacy program enables adults to succeed in a range of technological activities. Learning the Microsoft Word and Excel programs will help customers create professional looking documents, add design layouts, organize data, translate data into meaningful information, and learn how to calculate, analyze, revise, update and present data to drive decision making in the workplace.

Program Services:

- ✓ Introduction to Microsoft Word
- ✓ Microsoft Word: Intermediate
- ✓ Introduction to Microsoft Excel
- ✓ Microsoft Excel: Intermediate

How to Attend:

This program includes two courses and participants must attend the introduction and intermediate level of the chosen course:

Liberty: Tues, Wed, Thurs, Fri

MS Word Introduction: 3/1/22 - 3/2/22

MS Word Intermediate: 3/3/22 - 3/4/22

MS Excel Introduction: 3/8/22 - 3/9/22

MS Excel Intermediate: 3/10/22 - 3/11/22

1:00 p.m. - 3:30 p.m.

Hunt Valley: Mon, Tues, Wed, Thurs

MS Word Introduction: 3/14/22 - 3/15/22

MS Word Intermediate: 3/16/22 - 3/17/22

MS Excel Introduction: 3/21/22 - 3/22/22

MS Excel Intermediate: 3/23/22 - 3/24/22

5:00 p.m. - 7:30 p.m.

A proud partner of the American
Job Center Network:



The Baltimore County Career Centers provide equal opportunity and access to all of its services, resources and programs. Auxiliary aids and services are available to individuals with a disability and / or those needing language interpreter services with advanced request. TTY users call via the Maryland Voice Relay Service at 711.



Hunt Valley
1101 McCormick Road, Suite 102
Hunt Valley, Maryland 21031
410-887-7940

Liberty
3637 Offutt Road
Randallstown, Maryland 21133
410-887-8912



BALTIMORE COUNTY DIGITAL LITERACY PROGRAM

To Register Please
Contact:
EastWDC@BaltimoreCountyMD.Gov

About the Program:

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Program Services:

- ✓ Introduction to Microsoft Word
- ✓ Microsoft Word: Intermediate
- ✓ Introduction to Microsoft Excel
- ✓ Microsoft Excel: Intermediate

How to Attend:

This program includes two courses and participants must attend the introduction and intermediate level of the chosen course:

CCBC Dundalk: Mon, Tues, Wed, Thurs
MS Word Introduction: 3/14/22 - 3/15/22
MS Word Intermediate: 3/16/22 - 3/17/22
1:00 p.m. - 3:30 p.m.

MS Excel Introduction: 3/21/22 - 3/22/22
MS Excel Intermediate: 3/23/22 - 3/24/22
1:00 p.m. - 3:30 p.m.

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CCBC Dundalk Campus
7200 Sollers Point Road
Mathematics & Science Hall (MASH) Building,
Room 205
Baltimore, MD 21222
410-288-9050 (Eastpoint Career Center)