

COMPUTER CLASSES FOR YOU AND YOUR EMPLOYEES

For a complete list of workshops, descriptions or to sign up for a workshop, please call Cindy at 413-322-7139. Workshop descriptions can also be found on our website at careerpointma.org Please ask about our non profit rates.

Basic Computer(\$50)

February 13.....1:30-3:00
February 22.....10:30-12:00

Intro to MS Word (2 parts)(\$140)

Part 1

February 15.....1:00-3:00

Part 2

February 16.....1:00-3:00

MS Word Refresher (\$85)

February 21.....1:00-3:30

Intro to Excel (2 parts) (\$160)

Part 1

February 8.....9:30-12:30

Part 2

February 10.....9:30-12:30

MS Excel Refresher (\$85)

February 27.....9:00-12:30

Using MS Publisher (\$85)

February 29.....9:30-12:30

COMPUTER CLASSES IN SPANISH

La Computadora Basica (\$50)

febrero 2310:30 -12:30

MS Word En Espanol

Part 1

febrero 24.....9:30-12:30

Part 2

marzo 2.....9:30-12:30

QUICKBOOKS Call Sara Gross at (413) 586-7272 to register for the Quickbooks workshop listed below

\$99 (Both parts)

Payroll setup, paycheck creation & payroll tax payments

PART 1:

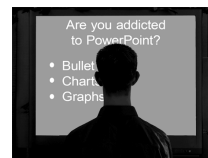
February 7.....4:30 to 7:30

PART 2:

February 14.....4:30 to 7:30



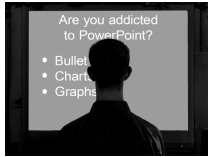
COMPUTER CLASSES IN SPANISH



**QUICKBOOKS: (\$299
FEE)**

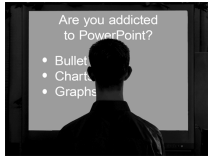
Call Sara Gross at (413) 586-7272 to register for this 6 week session.

PART 1: February 1..... 4:30 to 7:30



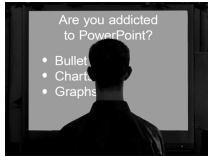
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- Bullet
- Chart
- Graphs



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