

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)

January 11.....10:30-12:00
January 18.....1:30-3:00

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

Part 1

January 12.....1:00-3:00

Part 2

January 13.....1:00-3:00

MS Word Refresher (\$85)

January 24.....1:00-3:30

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

Part 1

January 23.....9:30-12:30

Part 2

January 25.....9:30-12:30

MS Excel Refresher (\$85)

January 9.....9:30-1:00

Using Outlook (\$85)

January 30.....9:30-12:30

COMPUTER CLASSES IN SPANISH

La Computadora Basica (\$50)

January 2610:00-12:00

MS Word En Espanol

Part 1

January 27.....9:30-12:30

Part 2

Febrero 3.....9:30-12:30

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

Intro to Quickbooks (\$49)

January 10.....4:30 to 7:70

Working With Customers (\$49)

January 17.....4:30 to 7:30

Working With Vendors (\$49)

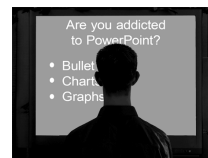
January 24.....4:30 to 7:30

Banking and Credit Cards (\$45)

January 31.....4:30 to 7:30



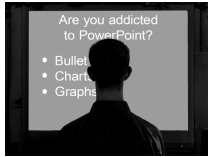
COMPUTER CLASSES IN SPANISH



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

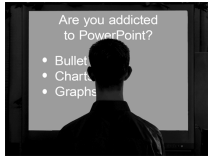
Call Sara Gross at (413) 586-7272 to register for this 6 week session.

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



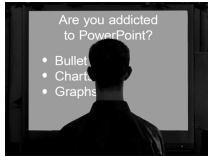
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- Chart
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