

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

Basic Computer (\$50.00)

March 1.....10:00-11:00
March 10.....9:30-10:30
March 16.....1:00-2:00
March 23.....5:30-6:30
April 1.....10:30-11:30

Intro to Word (2 parts) (\$140.00)

Part 1
March 2.....9:30-11:30
Part 2
March 5.....9:30-11:30
Parts 1 & 2
March 18..... 12:30-4:30

Intro to Excel (2 parts) (\$160.00)

Part 1:
March 4..... 1:00-4:00
Part 2:
March 5..... 1:00-4:00

Part 1:
March 19..... 9:30-12:30
Part 2:
March 22.....9:30-12:30

Viruses, Worms & Trojan Horses (\$85.00)

March 10.....2:30-4:30

PowerPoint (\$85.00)

March 11.....10:30-1:30

Creating Charts in Excel (\$85.00)

March 26..... 9:30-12:30

Quickbooks (\$299.00)

6 week session with Sara Gross
At CareerPoint
Thursdays 5:00 – 8:00
Beginning March 18
Call Sara at 413-586-7272
To register

Spanish Computer Workshops

La Computadora Basica (\$50.00)

March 2.....1:30-3:00
March 8.....1:30-3:00
March 15.....1:30-3:00
March 29.....1:30-3:00

Word in Español (\$140.00)

March 301:00-4:00

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