

### 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](http://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 30 .....1:00-4:00

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