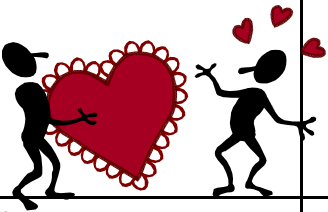


Mon	Tue	Wed	Thu	Fri
		1	2	3
6 Open Lab 10:00-12:00 (Rosa)	7 Quickbooks (Part 1) \$99 (Both parts) 4:30-7:30 Payroll setup, paycheck creation & payroll tax payments (Call Sara Gross to sign up 413-586-7272)	8 Intro to Excel Part 1 9:30-12:30 (Tom)	9	10 Intro to Excel Part 2 9:30-12:30 (Tom)
13 Online Applications 9:30-11:00 (Tom) Open Lab 1:30-3:30 (Joanne) Basic Computer 1:30-3:00 (April)	14 Quickbooks (Part 2) 4:30-7:30(Sara) 	15 Intro to Word Part 1 1:00-3:00 (Juan)	16 Internet Job Search 11:00-12:00 (Yolanda) Intro to Word Part 2 1:00-3:00 (Juan)	17
20 CLOSED in Honor of Presidents Day	21 MS Word Refresher 1:00-3:30 (Juan)	22 Basic Computer 10:30-12:00 (April)	23 La Computadora Básica 10:30-12:30 (Norma)	24 MS Word En Espanol Parte 1 9:30-12:30 (Hector) Open Lab 10:00-12:00 (Darlene)
27 MS Excel Refresher 9:00-12:30 (Tom)	28 Open Lab 9:30-11:30 (Tom) Internet Job Search 2:00-3:00 (Juan)	29 Using MS Publisher (\$35) 9:30-12:30 (Tom)	March 1	March 2 MS Word En Espanol Parte 2 9:30-12:30 (Hector)