

Mon	Tue	Wed	Thu	Fri
2 <b>Closed for the New Year Holiday!</b>	3	4	5	6 <b>Three Kings Day!</b>
9 <b>MS Excel Refresher</b> 9:30-1:00 (Tom)	10 <b>Quickbooks Part 1</b> 4:30-7:30 Please Call: Sara Gross 413-586-7272	11 <b>Basic Computer</b> 10:30-12:00 (April)	12 <b>Intro to Word Part 1</b> 1:00-3:00 (Juan)	13 <b>Intro to Word Part 2</b> 1:00-3:00 (Juan)
16 <b>Closed in Honor Of Martin Luther King</b>	17 <b>Quickbooks Part 2</b> 4:30-7:30 Please Call: Sara Gross 413-586-7272	18 <b>Online Applications</b> 10:00-11:30 (Tom)  <b>Basic Computer</b> 1:30-3:00 (April)	19	20 <b>Internet Job Search</b> 2:00-3:00 (Yolanda)
23 <b>Intro to Excel Part 1</b> 9:30-12:30 (Tom)  <b>Career Exploration</b> 1:30-4:30 (Darlene)	24 <b>MS Word Refresher</b> 1:00-3:30 (Juan)  <b>Quickbooks Part 3</b> 4:30-7:30 Please Call: Sara Gross 413-586-7272	25 <b>Intro to Excel Part 2</b> 9:30-12:30 (Tom)	26 <b>La Computadora Básica</b> 10:00-12:00 (Norma)	27 <b>MS Word En Espanol Parte 1</b> 9:30-12:30 (Hector)  <b>Open Lab</b> 9:30-11:30 (Darlene)
30 <b>Using Outlook (\$35)</b> 9:30-12:30 (Tom)  <b>Internet Job Search</b> 1:30-2:30 (Juan)	31 <b>Open Lab</b> 9:30-11:30 (Rosa)  <b>Quickbooks Part 4</b> 4:30-7:30 Please Call: Sara Gross 413-586-7272	Feb 1	Feb 2	Feb 3 <b>MS Word En Espanol Parte 2</b> 9:30-12:30 (Hector)