

## Career Camp

Want to reinvent yourself to meet the job needs of the 21st century? Join us to refresh your skills, explore new technologies, polish your resume, and fine-tune the networking and interviewing skills you need to secure a meaningful job. Let us help you create your toolkit for career success. Private Career coaching is also available by appointment (fees vary)

Tuesday, September 8 <sup>th</sup>	6:00-9:00 PM	HP
Monday, September 14 <sup>th</sup>	1:00-4:00 PM	CMM
Tuesday, October 6 <sup>th</sup>	6:00-9:00 PM	HP
Thursday, October 15 <sup>th</sup>	1:00-4:00 PM	HP
Thursday, November 5 <sup>th</sup>	1:00-4:00 PM	CMM
Thursday, November 12 <sup>th</sup>	6:00-9:00 PM	HP
Tuesday, December 1 <sup>st</sup>	6:00-9:00 PM	HP
Thursday, December 10 <sup>th</sup>	1:00-4:00 PM	HP

## LinkedIn for Job Seekers

Job seekers hear this all the time: Are they on LinkedIn? Or have they used LinkedIn to find a job? But how easy it is really without having a good profile? Recruiters use LinkedIn to find candidates for jobs. In this class you will learn how to create an effective job seeker profile that helps prospective employers and recruiters find you. We will go step by step examining the profile headers that are important to your success in finding the perfect job!

Wednesday, September 2 <sup>nd</sup>	3:00-5:00 PM	CMM	Fee: \$10
Wednesdays, Sept. 16 & 23	1:00-3:00 PM	KUL	Fee: \$20
Wednesday, October 7 <sup>th</sup>	3:00-5:00 PM	CMM	Fee: \$10

## Twitter Tweet – Use It to Find Jobs

One of the hottest social networks these days making headline news. Social media is all about being nice, sharing, etc. And so is twitter but you can only say it in 140 characters – easy micro blogging at it's best. Learn to develop your profile, market yourself, find jobs, quality followers, and look like an expert with a small effort. You'll be addicted.

Wednesday, September 23 <sup>rd</sup>	3:15-5:15 PM	KUL	Fee: \$10
Wednesday, December 2 <sup>nd</sup>	3:15-5:15 PM	CMM	Fee \$10

## Posting Your Resume Online

Make things happen! There are several good sites to post your resume. Recruiters can find YOU with effective use of key words. A one session, hands on class.

Wednesday, September 16 <sup>th</sup>	5:30-7:30 PM	KUL	Fee: \$10
---------------------------------------	--------------	-----	-----------

## Finding a Job Online

There are amazing websites for the job hunter of 2009. Some you may know, some you may not. Learn the most effective way to maximize your job search time. A one session, hands on class.

Wednesday, September 23 <sup>rd</sup>	5:30-7:30 PM	KUL	Fee: \$10
---------------------------------------	--------------	-----	-----------

## Class Locations/Addresses

**HP:** Health Passport main offices

Raleigh Medical Building, 4200 W Conejos, Suite 200, Denver, CO 80204

**CMM:** Colorado Mills Mall


14500 W. Colfax Ave, Lakewood, CO 80401 St. Anthony Hospitals Space 134 (Borders' entrance),

**KUL:** Kuhlman Building Computer Room

4001 West 16th Avenue, Denver, CO 80204, Basement Level Computer Room

**To register or for more information please call: 303-629-4921**

St. Anthony Hospitals  
Health Passport

 Centura Health.

## The Basics of Microsoft Word

Designed for beginners, this class covers the basic features of Microsoft Word. We will guide you through creating, saving, opening, printing and closing out of documents. A two session, hands-on class.

Wednesdays, September 2 & 9	1:00 – 3:00 PM	KUL	Fee: \$20
Tuesday, September 29 & Thursday, October 1	2:00 – 4:00 PM	HP	Fee: \$20
Thursdays, October 15 & 22	2:00 – 4:00 PM	CMM	Fee: \$20
Tuesdays, October 20 & 27	6:00 – 8:00 PM	SAN	Fee: \$20

## Intermediate Word

This class introduces more advanced features of Word including inserting tables, paging, and mail merges. Prerequisite: Basics of Word or equivalent. A two session, hands-on class.

Tuesday, October 13 & Thursday, October 15	2:00 – 4:00 PM	HP	Fee: \$20
--	----------------	----	-----------

## The Basics of Microsoft Excel

This class is for folks who have not had any experience with Excel. Students will learn to create spreadsheets and charts, create formulas, use of borders and shading and how to insert a chart. A two session, hands-on class.

Thursdays, September 3 & 10	2:00 – 4:00 PM	CMM	Fee: \$20
Tuesdays, September 8 & 15	6:00 – 8:00 PM	SAN	Fee: \$20
Tuesday, September 29 & Thursday, October 1	4:15 – 6:15 PM	HP	Fee: \$20

## Intermediate Excel

This class introduces more advanced features of Excel including creating lists, working with multiple worksheets, importing data, creating data tables, using macros, working with auto filters and pivot tables. Prerequisite: Basic of Excel or equivalent. A two session, hands-on class.

Thursdays, September 17 & 24	2:00 – 4:00 PM	CMM	Fee: \$20
Tuesdays, September 22 & 29	6:00 – 8:00 PM	SAN	Fee: \$20
Tuesday, November 10 & Thursday, November 12	2:00 – 4:00 PM	HP	Fee: \$20

## The Basics of Microsoft PowerPoint

This class is for folks who have not had any experience with PowerPoint. Students will learn creating, editing and presenting a professional PowerPoint slideshow in this two session, hands-on class. Also includes inserting sound, pictures, and music.

Thursdays, October 1 & 8	2:00 – 4:00 PM	CMM	Fee: \$20
Tuesday, October 13 & Thursday, October 15	4:15 – 6:15 PM	HP	Fee: \$20
Tuesdays, October 6 & 13	6:00 – 8:00 PM	SAN	Fee: \$20
Wednesdays, October 14 & 21	3:15 – 5:15 PM	KUL	Fee: \$20

## Class Locations/Addresses

**HP:** Health Passport main offices

Raleigh Medical Building, 4200 W Conejos, Suite 200, Denver, CO 80204

**CMM:** Colorado Mills Mall

14500 W. Colfax Ave, Lakewood, CO 80401 St. Anthony Hospitals Space 134 (Borders' entrance),

**KUL:** Kuhlman Building Computer Room

4001 West 16th Avenue, Denver, CO 80204, Basement Level Computer Room

**SAN:** St. Anthony North Hospital Computer Room

2551 W 84<sup>th</sup> Ave, Westminster, CO 80031, Third Floor

**To register or for more information please call: 303-629-4921**

St. Anthony Hospitals  
Health Passport

✚ Centura Health.