

ORIENTATIONS	JOB SEARCH WORKSHOPS	OTHER WORKSHOPS
<p>September 2.....10:30 to 12:00 September 7.....5:30 to 7:00 September 10.....2:00 to 3:30 September 13.....2:00 to 3:30 September 16.....10:30 to 12:00 September 21.....5:30 to 7:00 September 23.....10:30 to 12:00 September 28.....1:30 to 3:00 September 3010:30 to 12:00</p>	<p>DRAFT YOUR WINNING RESUME September 10.....10:30 to 12:00 September 13.....11:00 to 12:30 September 22.....2:00 to 3:30 October 1.....2:30 to 4:00</p> <p>JOB SEARCH BASICS September 8.....10:00 to 11:00 September 17.....2:30 to 3:30 September 21.....10:30 to 11:30</p> <p>INTERVIEWING SKILLS September 7.....10:30 to 12:00 September 28.....9:30 to 11:00</p> <p>CAREER EXPLORATION September 13.....1:00 to 4:00</p>	<p>BREAKING THROUGH THE BARRIERS: FINDING EMPLOYMENT WHEN YOU HAVE A CRIMINAL HISTORY September 22.....9:30 to 11:30</p> <p>TRAINING OPPORTUNITIES September 3.....10:00 to 11:00 September 10.....10:00 to 11:00 September 17.....10:00 to 11:00 September 24.....10:00 to 11:00 October 1.....10:00 to 11:00</p> <p>STUDENT FINANCIAL AID September 8.....1:15 to 2:00</p>
<p>YOUTH ORIENTATIONS</p> <p>September 2.....2:00 to 3:00 September 7.....10:00 to 11:00 September 7.....5:00 to 6:00 September 9.....2:00 to 3:00 September 14.....10:00 to 11:00 September 16.....2:00 to 3:00 September 21.....10:00 to 11:00 September 23.....2:00 to 3:00 September 28.....10:00 to 11:00 September 28.....5:00 to 6:00 September 30.....2:00 to 3:00</p>	<p>COMPUTER JOB SEARCH WORKSHOPS</p>	<p>TALLERES EN ESPAÑOL</p>
<p>COMPUTER WORKSHOPS</p> <p>BASIC COMPUTER: <i>Learn how to use the mouse and keyboard for job searching.</i></p> <p>September 3.....1:30 to 3:00 September 8.....2:30 to 4:00 September 14.....6:00 to 7:30 September 21.....1:00 to 2:30</p> <p>INTRO TO WORD: 2 PARTS</p> <p>PART 1 September 14.....10:30 to 12:30</p> <p>PART 2 September 15.....10:30 to 12:30</p> <p>PART 1 September 21.....5:00 to 7:00</p> <p>PART 2 September 28.....5:00 to 7:00</p> <p>INTRO TO EXCEL: 2 PARTS</p> <p>PART 1: September 8.....9:30 to 12:30</p> <p>PART 2: September 10.....9:30 to 12:30</p> <p>PART 1: September 27.....9:30 to 12:30</p> <p>PART 2: October 1.....9:30 to 12:30</p>	<p><i>Keyboard, mouse, and basic computer experience required for those listed below.</i></p> <p>INTERNET JOB SEARCH</p> <p>September 7.....6:00 to 7:00 September 16.....11:00 to 12:00 September 24.....1:00 to 2:00 September 30.....11:00 to 12:00</p> <p>OPEN LAB September 9.....2:00 to 3:30 September 22.....11:00 to 12:30</p> <p>ONLINE APPLICATIONS</p> <p>September 9.....1:30 to 3:00 September 29.....11:00 to 12:30</p>	<p>ORIENTACIÓN EN ESPAÑOL</p> <p>septiembre 3.....1:00 to 2:30 septiembre 8.....10:30 to 12:00 septiembre 17.....10:30 to 12:00 septiembre 22.....10:00 to 11:30 septiembre 2810:30 to 12:00</p> <p>ESCRIBIENDO SU RESUME</p> <p>septiembre 14.....10:30 to 12:00 septiembre 27.....11:00 to 12:30</p> <p>LA COMPUTADORA BÁSICA</p> <p>septiembre 9.....10:30 to 12:30 septiembre 22.....10:30 to 12:30</p> <p>COMO ENCONTRAR TRABAJO POR INTERNET</p> <p>septiembre 7.....2:00 to 3:00 septiembre 20.....10:30 to 11:30</p>
<p>QUICKBOOKS: (\$299 FEE)</p> <p>Call Sara Gross at (413) 586-7272 to register for this 6 week session.</p> <p>PART 1: September 21.....4:30 to 7:30 PART 2: September 28.....4:30 to 7:30 PART 3: October 5.....4:30 to 7:30 PART 4: October 12.....4:30 to 7:30 PART 5: October 19.....4:30 to 7:30 PART 6: October 26.....4:30 to 7:30</p>	<p><u>Tell Us What You Think!!!</u></p> <p>Are there workshops or computer classes you would like to see offered at CareerPoint?</p> <p>Have you had an experience you would like to share with us? Or, maybe you have a suggestion that could make us even better!</p> <p>We welcome you to let us know by going to our website at www.careerpointma.org and clicking on the "Tell Us What You Think" Link in the General Information Section on our homepage.</p> <p>Thank you!!</p>	<p>MS WORD EN ESPAÑOL</p> <p>Parte 1 septiembre 17.....9:30 to 11:30 Parte 2 septiembre 24.....9:30 to 11:30</p> 
<p>TO SIGN UP FOR A WORKSHOP:</p> <ul style="list-style-type: none"> • VISIT US AT 850 HIGH STREET, HOLYOKE, MA 01040 • CALL CAREERPOINT AT (413) 532-4900 & PRESS 6 FOR THE WORKSHOP REQUEST LINE • REGISTER ONLINE AT OUR WEBSITE: WWW.CAREERPOINTMA.ORG/WORKSHOP CALENDARS 		