



2016-2017 *Short Term Job Trainings for Qualified Youth and Adults*

Holiday Hiring: YOUTH ONLY

Class Dates: Oct 3rd-Oct19th, 2016

Class schedule: M/T/W: 9:00-12:00

Scholarship Deadline: None

Class Objectives: Cash handling; simple marketing techniques; stocking; customer service; basic conflict resolution; developing relationships with supervisors; managing time within job for work efficiency.

Office Specialist

Class Dates: Mar 21st-Apr 26th, 2017

Class schedule: M/T/W: 8:30-12:30

Scholarship Deadline: March 3rd

Class Objectives: MS Office 2013 software (Word and Excel) training; front desk and phone etiquette; office equipment usage; basic business writing; business communications and organization.

Intro to Bookkeeping

Class Dates: May 9th-June 29th, 2017

Class schedule: T/TH: 8:30-12:30

Scholarship Deadline: April 21st

Class Objectives: Understanding manual bookkeeping; bank reconciliations and deposits; intro to payroll; accounts receivable/payable; basic financial reports; basic QuickBooks.

Intermediate Bookkeeping

Class Dates: July 11th-Aug 24th, 2017

Class schedule: T/TH: 8:30-12:30

Weds classes: Aug 16th & Aug 23rd

Scholarship Deadline: July 23rd

Class Objectives: Intermediate level proficiency of QuickBooks; intermediate payroll processes; depreciation schedules; monthly/quarterly/yearly tax deposits and filings; asset documentation.

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