

ORIENTATIONS	JOB SEARCH WORKSHOPS	
<p>January 3.....2:00 to 3:30 January 6.....1:30 to 3:00 January 11.....1:00 to 2:30 January 13.....1:30 to 3:00 January 17.....10:30 to 12:00 January 20.....1:00 to 2:30 January 24.....10:30 to 12:00 January 25.....10:30 to 12:00 January 31.....11:00 to 12:30 February 3.....10:30 to 12:00</p>	<p>DRAFT YOUR WINNING RESUME January 11.....10:30 to 12:00 January 23.....1:30 to 3:00</p> <p>RESUME REVIEWS (You must bring a typed resume) January 6.....10:00 to 1:00 January 12.....10:00 to 1:00 January 18.....9:30 to 12:30 January 25.....9:30 to 12:30 February 1.....9:30 to 12:30</p>	<p>JOB SEARCH NEXT STEPS January 6.....2:00-3:30 January 13.....2:00-3:30 January 20.....2:00-3:30 January 27.....2:00-3:30 February 3.....2:00-3:30</p>
YOUTH ORIENTATIONS		
<p>January 5.....2:00 to 3:00 January 10.....10:00 to 11:00 January 10.....4:00 to 5:00 January 12.....2:00 to 3:00 January 17.....10:00 to 11:00 January 17.....4:00 to 5:00 January 19.....2:00 to 3:00 January 24.....10:00 to 11:00 January 24.....4:00 to 5:00 January 26.....2:00 to 3:00 January 31.....10:00 to 11:00 February 2.....2:00 to 3:00</p>	<p>INTERVIEWING SKILLS January 12.....3:15 to 4:45 January 27.....10:30 to 12:00</p> <p>PLANNING A SUCCESSFUL JOB SEARCH January 18.....3:00 to 4:00</p> <p>CAREER EXPLORATION January 23.....1:30 to 4:30</p> <p>NETWORKING & INFORMATIONAL INTERVIEWING January 4.....2:00 to 3:30 January 20.....10:30 to 12:00</p>	<p>OTHER WORKSHOPS</p> <p>TRAINING & COUNSELING ASSISTANCE OPPORTUNITIES January 6.....10:00 to 11:30 January 13.....10:00 to 11:30 January 20.....10:00 to 11:30 January 27.....10:00 to 11:30 February 3.....10:00 to 11:30</p> <p>STUDENT FINANCIAL AID January 11.....1:15 to 2:00</p>
COMPUTER WORKSHOPS		
<p>BASIC COMPUTER: <i>Learn how to use the mouse and keyboard for job searching.</i> January 11.....10:30 to 12:00 January 18.....1:30 to 3:00</p> <p>INTRO TO WORD: 2 PARTS PART 1 January 12.....1:00 to 3:00 PART 2 January 13.....1:00 to 3:00</p> <p>MS WORD REFRESHER January 24.....1:00 to 3:30</p>	<p>COMPUTER JOB SEARCH WORKSHOPS <i>Keyboard, mouse, and basic computer experience required for those listed below.</i> INTERNET JOB SEARCH January 20.....2:00 to 3:00 January 30.....1:30 to 2:30</p> <p>ONLINE APPLICATIONS January 18.....10:00 to 11:30</p> <p>OPEN LAB January 27.....9:30 to 11:30 January 31.....9:30 to 11:30</p>	<p>TALLERES EN ESPAÑOL</p> <p>ORIENTACIÓN EN ESPAÑOL enero 3.....10:30 a 12:00 enero 13.....10:30 a 12:00 enero 18.....1:00 a 2:30 enero 23.....10:00 a 11:30 febrero 3.....1:00 a 2:30</p> <p>LA COMPUTADORA BÁSICA enero 26.....10:00 a 12:00</p> <p>MS WORD EN ESPAÑOL PORTE 1 enero 27.....9:30 a 12:30 PORTE 2 febrero 3.....9:30 a 12:30</p>
QUICKBOOK WORKSHOPS		
<p>Call <u>Sara Gross</u> at (413) 586-7272 to register for any Quickbooks workshops listed below</p> <p>INTRO TO QUICKBOOKS: (\$49.00) January 10,, 4:30 to 7:30 * Navigating around in Quickbooks, Creating a new company file, Accounting Reports & terminology</p> <p>WORKING WITH CUSTOMERS: (\$49.00) January 17, 4:30 to 7:30 * Creating Invoices, Receiving Payments, Making Deposits, Creating an invoice template, Customer Statements</p> <p>WORKING WITH VENDORS: (\$49.00) January 24, 4:30 to 7:30 * Entering Bills, Paying Bills, Writing Checks, Creating Items, Sales Tax</p> <p>BANKING AND CREDIT CARDS: (\$49.00) January 31, 4:30 to 7:30 * Miscellaneous Cash Transactions, Performing Bank Reconciliations, Accounting for credit card purchases that we make, Performing a Credit Card Reconciliation, On-Line Banking</p>		
<p>TO SIGN UP FOR A WORKSHOP, EITHER:</p> <ul style="list-style-type: none"> REGISTER ONLINE AT OUR WEBSITE: WWW.CAREERPOINTMA.ORG/WORKSHOP CALENDARS VISIT US AT 850 HIGH STREET, HOLYOKE, MA 01040 		

USING OUTLOOK
 January 30.....9:30 to 12:30
 (\$35.00—must pay in advance)