



Concord Assessment Center Hours August 2018

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 1:00 – 3:00 Typing Test by appointment only. 1:00 – 3:00 JVIS (Jackson Vocational Interest Survey) Career Test – profiles your strengths and matches your interests to jobs.	3
6 2:00-3:00 Applying for Government Jobs – Learn to create, edit, save and print documents.	7 11:00 – 1:00 Typing Test by appointment only.	8	9 1:00 – 3:00 Typing Test by appointment only.	10
13 2:00 – 3:00 Electronic Job Applications – Learn how to complete and submit electronic job applications (kiosk and website).	14 9:00 – 10:00 MS Word Basics – Learn to create, edit, save and print documents. 11:00 – 1:00 Typing Test by appointment only.	15	16 1:00 – 3:00 Typing Test by appointment only.	17 9:00 – 10:00 Email for Job Search – Learn the basics of how email operates, how to set up an account, send emails and attach documents. 1:30 – 4:30 Introductory Excel – Learn to create, edit, save and print documents.
20	21 12:00 – 2:00 Typing Test by appointment only 12:00 – 2:00 JVIS (Jackson Vocational Interest Survey) Career Test – profiles your strengths and matches your interests to jobs.	22	23 10:30-11:30 Basic Internet - Intro to online job search, email and electronic applications. No email? No problem! You'll set one up in this class 1:00 – 3:00 Typing Test by appointment only.	24 2:00-3:00 Applying for Government Jobs – Learn to create, edit, save and print documents.
27	28 12:00 – 2:00 Typing Test by appointment only. 2:00 – 3:00 Labor Market Information (LMI) – Learn about industry and hiring trends.	29	30 1:00 – 3:00 Typing Test by appointment only.	31 2:00-4:00 JVIS (Jackson Vocational Interest Survey) Career Test – profiles your strengths and matches your interests to jobs.

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.