




Concord Assessment Center Hours **September 2017**

Monday	Tuesday	Wednesday	Thursday	Friday
				1 9:00 – 10:00 JVIS (Jackson Vocational Interest Survey) Career Test – profiles your strengths and matches your interests to jobs.
4 	5 9:00 – 10:00 MS Word Basics – Learn to create, edit, save and print documents. 11:00 – 1:00 Typing Test by appointment only.	6 11:00 – 12:00 Metrix Learning Orientation – Self-paced training (5,000 courses) in different career pathways. Earn industry-recognized credentials. 2:00 – 4:00 Typing Test by appointment only.	7 9:00 – 11:00 KeyTrain – Assess your skills in math, reading and locating information. Required to be considered for job training and prepares for the WorkKeys test. 1:00 – 3:00 Typing Test by appointment only.	8 1:00 – 2:00 Electronic Job Applications – Learn how to complete and submit electronic job applications (kiosk and website).
11	12 9:00 – 10:00 MS Word Basics – Learn to create, edit, save and print documents. 11:00 – 1:00 Typing Test by appointment only.	13 9:00 – 11:00 KeyTrain – Assess your skills in math, reading and locating information. Required to be considered for job training and prepares for the WorkKeys test. 2:00 – 4:00 Typing Test by appointment only.	14 9:00 – 10:30 CalJOBS Virtual Recruiter – Set up a Virtual Recruiter that will search out jobs and send them to you by text or email. 1:00 – 3:00 Typing Test by appointment only.	15 1:00 – 2:00 Email for Job Search – Learn the basics of how email operates, how to set up an account, send emails and attach documents.
18 1:00 – 2:00 JVIS (Jackson Vocational Interest Survey) Career Test – profiles your strengths and matches your interests to jobs.	19 9:00 – 10:30 CalJOBS Background Wizard – Organize your education and work history with the Background Wizard. This information is the foundation for your résumé. 11:00 – 1:00 Typing Test by appointment only.	20 9:00 – 11:00 KeyTrain – Helps you raise your score in Reading, Math and Locating Information. Requirement for WIOA program enrollment. 2:00 – 4:00 Typing Test by appointment only.	21 9:00 – 10:30 CalJOBS Virtual Recruiter – Set up a Virtual Recruiter that will search out jobs and send them to you by text or email. 1:00 – 3:00 Typing Test by appointment only.	22 1:00 – 2:00 WinWay Résumé – use this wizard-driven program to create a simple résumé.
25 9:00 – 11:00 KeyTrain – Helps you raise your score in Reading, Math and Locating Information. Requirement for WIOA program enrollment. 1:00 – 2:00 Basic Internet – Intro to online job search, email and electronic applications.	26 9:00 – 10:30 CalJOBS Background Wizard – Organize your education and work history with the Background Wizard. This information is the foundation for your résumé. 11:00 – 1:00 Typing Test by appointment only.	27 11:00 – 12:00 Metrix Learning Orientation – Self-paced training (5,000 courses) in different career pathways. Earn industry-recognized credentials. 2:00 – 4:00 Typing Test by appointment only.	28 1:00 – 3:00 Typing Test by appointment only.	29 1:30 – 4:30 Introductory Excel – Learn to create, edit, save and print documents.

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