



Concord Assessment Center Hours **April 2018**

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 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.	4 9:00 – 10:00 Electronic Job Applications – Learn how to complete and submit electronic job applications (kiosk and website).	5 1:00 – 3:00 Typing Test by appointment only.	6
9 2:00-3:00 Applying for Government Jobs – Learn to create, edit, save and print documents.	10 9:00 – 10:00 MS Word Basics – Learn to create, edit, save and print documents. 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.	11	12 1:00 – 3:00 Typing Test by appointment only.	13
16	17 12:00 – 2:00 Typing Test by appointment only.	18 2:00 – 3:00 WinWay Résumé - Use this wizard-driven program to create a simple résumé. Software is on all resource room computers.	19 1:00 – 3:00 Typing Test by appointment only.	20 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. 2:00-3:00 Applying for Government Jobs – Learn to create, edit, save and print documents.
23	24 11:00 – 1:00 Typing Test by appointment only 2:00 – 3:00 Labor Market Information (LMI) – Learn about industry and hiring trends.	25	26 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.	27 1:30 – 4:30 Introductory Excel – Learn to create, edit, save and print documents.
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Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.