


Concord Assessment Center Hours December 2017

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5 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.	6 11:00 – 12:00 Metrix Learning Orientation – Self-paced training (5,000 courses) in different career pathways. Earn industry-recognized credentials.	7 1:00 – 3:00 KeyTrain – Assess your skills in math, reading and locating information. Required to be considered for job training and prepares for the WorkKeys test. 3:00 – 4:00 Typing Test by appointment only.	8 1:30 – 4:30 Introductory Excel – Learn to create, edit, save and print documents.
11	12 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.	13 12:00 – 2:00 KeyTrain – Assess your skills in math, reading and locating information. Required to be considered for job training and prepares for the WorkKeys test.	14 Assessment Center Closed	15 2:00 – 3:00 Email for Job Search – Learn the basics of how email operates, how to set up an account, send emails and attach documents.
18	19 9:00 – 10:00 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. 3:00 – 4:00 Labor Market Information (LMI) – Learn about industry and hiring trends.	20 1:00 – 2:00 WinWay Résumé - Use this wizard-driven program to create a simple résumé. Software is on all resource room computers. 2:00 – 3:00 Electronic Job Applications – Learn how to complete and submit electronic job applications (kiosk and website).	21 9:00 – 10:00 CalJOBS Virtual Recruiter - Set up a Virtual Recruiter that will search out jobs and send them to you by text or email. 11:00-1:00 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.	22
25 Assessment Center Closed 	26 9:00 – 10:00 CalJOBS Background Wizard – Organize your education and work history with the Background Wizard. This information is the foundation for your résumé. 12:00 – 2:00 Typing Test by appointment only	27 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. 11:00 – 12:00 Metrix Learning Orientation – Self-paced training (5,000 courses) in different career pathways. Earn industry-recognized credentials.	28 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.	29