



Concord Assessment Center Hours **March 2018**

Monday	Tuesday	Wednesday	Thursday	Friday
			1 1:00 – 3:00 Typing Test by appointment only.	2
5	6 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.	7	8 12:00 – 2:00 Typing Test by appointment only.	9
12 2:00-3:00 Applying for Government Jobs – Learn to create, edit, save and print documents.	13 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.	14 1:30 – 3:30 KeyTrain – Assess your skills in math, reading and locating information. Required to be considered for job training and prepares for the WorkKeys test.	15 1:00 – 3:00 Typing Test by appointment only.	16 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.
19	20 9:00 – 10:00 Electronic Job Applications – Learn how to complete and submit electronic job applications (kiosk and website). 12:00 – 2:00 Typing Test by appointment only	21 2:00 – 3:00 WinWay Résumé - Use this wizard-driven program to create a simple résumé. Software is on all resource room computers.	22 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. 12:00 – 2:00 Typing Test by appointment only. 2:00 – 4:00 KeyTrain – Assess your skills in math, reading and locating information. Required to be considered for job training and prepares for the WorkKeys test	23 2:00-3:00 Applying for Government Jobs – Learn to create, edit, save and print documents.
26	27 11:00 – 1:00 Typing Test by appointment only 2:00 – 3:00 Labor Market Information (LMI) – Learn about industry and hiring trends.	28 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.	29 1:00 – 3:00 Typing Test by appointment only.	30 1:30 – 4:30 Introductory Excel – Learn to create, edit, save and print documents.

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