



# Concord Assessment Center Hours **May 2018**

| Monday  | Tuesday  | Wednesday   | Thursday  | Friday  |
|---|--|---|---|---|
|   | <p>1</p> <p>12:00 – 2:00 <b>Typing Test</b> by appointment only.</p> <p>12:00 – 2:00 <b>JVIS (Jackson Vocational Interest Survey)</b> Career Test – profiles your strengths and matches your interests to jobs.</p>  | <p>2</p> <p>9:00 – 10:00 <b>Electronic Job Applications</b> – Learn how to complete and submit electronic job applications (kiosk and website).</p>       | <p>3</p> <p>1:00 – 3:00 <b>Typing Test</b> by appointment only.</p>   | <p>4</p> <p>2:00-3:00 <b>Applying for Government Jobs</b> – Learn to create, edit, save and print documents.</p>  |
| 7   | <p>8</p> <p>9:00 – 10:00 <b>MS Word Basics</b> – Learn to create, edit, save and print documents.</p> <p>12:00 – 2:00 <b>Typing Test</b> by appointment only.</p> <p>12:00 – 2:00 <b>JVIS (Jackson Vocational Interest Survey)</b> Career Test – profiles your strengths and matches your interests to jobs.</p> | 9   | <p>10</p> <p>1:00 – 3:00 <b>Typing Test</b> by appointment only.</p>  | 11  |
| <p>14</p> <p>2:00-3:00 <b>Applying for Government Jobs</b> – Learn to create, edit, save and print documents.</p> | <p>15</p> <p>12:00 – 2:00 <b>Typing Test</b> by appointment only.</p>  | <p>16</p> <p>2:00 – 3:00 <b>WinWay Résumé</b> - Use this wizard-driven program to create a simple résumé. Software is on all resource room computers.</p> | <p>17</p> <p>1:00 – 3:00 <b>Typing Test</b> by appointment only.</p>  | <p>18</p> <p>9:00 – 10:00 <b>Email for Job Search</b> – Learn the basics of how email operates, how to set up an account, send emails and attach documents.</p> |
| 21  | <p>22</p> <p>11:00 – 1:00 <b>Typing Test</b> by appointment only</p> <p>2:00 – 3:00 <b>Labor Market Information (LMI)</b> – Learn about industry and hiring trends.</p>  | <p>23</p> <p>9:00-11:00 <b>JVIS (Jackson Vocational Interest Survey)</b> Career Test – profiles your strengths and matches your interests to jobs.</p>    | <p>24</p> <p>10:30-11:30 <b>Basic Internet</b> - Intro to online job search, email and electronic applications. No email? No problem! You'll set one up in this class.</p> <p>1:00 – 3:00 <b>Typing Test</b> by appointment only.</p> | <p>25</p> <p>1:30 – 4:30 <b>Introductory Excel</b> – Learn to create, edit, save and print documents.</p>   |
| <p>28</p>                      | <p>29</p> <p>12:00 – 2:00 <b>Typing Test</b> by appointment only.</p>  | 30  | <p>31</p> <p>1:00 – 3:00 <b>Typing Test</b> by appointment only.</p>  |   |

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