



Concord Assessment Center Hours November 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		<p>1</p> <p>11:00 - 12:00 Metrix Learning Orientation - Self-paced training (5,000 courses) in different career pathways. Earn industry-recognized credentials.</p>	<p>2</p> <p>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.</p> <p>1:00 - 3:00 Typing Test by appointment only.</p>	<p>3</p>
6	<p>7</p> <p>9:00 - 10:30 MS Word Basics - Learn to create, edit, save and print documents.</p> <p>12:00 - 2:00 Typing Test by appointment only.</p> <p>12:00 - 2:00 JVIS (Jackson Vocational Interest Survey) Career Test - profiles your strengths and matches your interests to jobs.</p>	<p>8</p> <p>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.</p>	<p>9</p> <p>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.</p> <p>1:00 - 3:00 Typing Test by appointment only.</p>	<p>10</p> <p>Assessment Center Closed</p>
13	<p>14</p> <p>9:00 - 10:30 MS Word Basics - Learn to create, edit, save and print documents.</p> <p>12:00 - 2:00 Typing Test by appointment only.</p> <p>12:00 - 2:00 JVIS (Jackson Vocational Interest Survey) Career Test - profiles your strengths and matches your interests to jobs.</p>	<p>15</p> <p>1:00 - 2:00 WinWay Résumé - Use this wizard-driven program to create a simple résumé. Software is on all resource room computers.</p> <p>2:00 - 3:00 Electronic Job Applications - Learn how to complete and submit electronic job applications (kiosk and website).</p>	<p>16</p> <p>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.</p> <p>11:00-12:00 Basic Internet - 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 Typing Test by appointment only.</p>	<p>17</p> <p>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.</p>
20	<p>21</p> <p>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.</p> <p>12:00 - 2:00 Typing Test by appointment only.</p>	<p>22</p> <p>10:00 - 12:00 KeyTrain - Assess your skills in math, reading and locating information. Required to be considered for job training and prepares for the WorkKeys test.</p>	<p>23</p> <p></p> <p>Assessment Center Closed</p>	<p>24</p> <p>Assessment Center Closed</p>
27	<p>28</p> <p>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.</p> <p>11:00 - 1:00 Typing Test by appointment only</p> <p>2:00 - 3:00 Labor Market Information (LMI) - Learn about industry and hiring trends.</p>	<p>29</p> <p>11:00 - 12:00 Metrix Learning Orientation - Self-paced training (5,000 courses) in different career pathways. Earn industry-recognized credentials.</p>	<p>30</p> <p>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.</p> <p>1:00 - 3:00 Typing Test by appointment only.</p>	