




# Concord Assessment Center Hours November 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		<p>1</p> <p>11:00 - 12:00 <b>Metrix Learning Orientation</b> - Self-paced training (5,000 courses) in different career pathways. Earn industry-recognized credentials.</p>	<p>2</p> <p>9:00 - 11:00 <b>KeyTrain</b> - 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 <b>Typing Test</b> by appointment only.</p>	<p>3</p>
6	<p>7</p> <p>9:00 - 10:30 <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>	<p>8</p> <p>12:00 - 2:00 <b>KeyTrain</b> - 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 <b>CalJOBS Virtual Recruiter</b> - 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 <b>Typing Test</b> by appointment only.</p>	<p>10</p> <p><b>Assessment Center Closed</b></p>
13	<p>14</p> <p>9:00 - 10:30 <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>	<p>15</p> <p>1:00 - 2:00 <b>WinWay Résumé</b> - Use this wizard-driven program to create a simple résumé. Software is on all resource room computers.</p> <p>2:00 - 3:00 <b>Electronic Job Applications</b> - Learn how to complete and submit electronic job applications (kiosk and website).</p>	<p>16</p> <p>9:00 - 11:00 <b>KeyTrain</b> - 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 <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>17</p> <p>2:00 - 3:00 <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>
20	<p>21</p> <p>9:00 - 10:30 <b>CalJOBS Background Wizard</b> - Organize your education and work history with the Background Wizard. This information is the foundation for your résumé.</p> <p>12:00 - 2:00 <b>Typing Test</b> by appointment only.</p>	<p>22</p> <p>10:00 - 12:00 <b>KeyTrain</b> - 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><b>Assessment Center Closed</b></p>	<p>24</p> <p><b>Assessment Center Closed</b></p>
27	<p>28</p> <p>9:00 - 10:30 <b>CalJOBS Background Wizard</b> - Organize your education and work history with the Background Wizard. This information is the foundation for your résumé.</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>29</p> <p>11:00 - 12:00 <b>Metrix Learning Orientation</b> - Self-paced training (5,000 courses) in different career pathways. Earn industry-recognized credentials.</p>	<p>30</p> <p>9:00 - 10:30 <b>CalJOBS Virtual Recruiter</b> - 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 <b>Typing Test</b> by appointment only.</p>	