

Concord Assessment Center Hours January 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1</p>	<p>2</p> <p>9:00 – 10:00 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>3</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>4</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>5</p>
<p>8</p>	<p>9</p> <p>9:00 – 10:00 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>10</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>11</p> <p>1:00 – 3:00 Typing Test by appointment only.</p>	<p>12</p>
<p>15</p>	<p>16</p> <p>12:00 – 2:00 Typing Test by appointment only</p>	<p>17</p> <p>1:00 – 2:00 Electronic Job Applications – Learn how to complete and submit electronic job applications (kiosk and website).</p> <p>2:00 – 3:00 WinWay Résumé - Use this wizard-driven program to create a simple résumé. Software is on all resource room computers.</p>	<p>18</p> <p>10:30-12:30 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>1:30 – 3:30 Typing Test by appointment only.</p>	<p>19</p> <p>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.</p> <p>1:30 – 4:30 Introductory Excel – Learn to create, edit, save and print documents.</p>
<p>22</p>	<p>23</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>24</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>25</p> <p>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.</p> <p>1:00 – 3:00 Typing Test by appointment only.</p>	<p>26</p>
<p>29</p>	<p>30</p> <p>12:00 – 2:00 Typing Test by appointment only</p>	<p>31</p> <p>11:00 – 12:00 Metrix Learning Orientation – Self-paced training (5,000 courses) in different career pathways. Earn industry-recognized credentials.</p>		