




Concord Assessment Center Hours **July 2018**

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>2:00 - 3:00 Electronic Job Applications - Learn how to complete and submit electronic job applications (kiosk and website).</p>	<p>3</p> <p>12:00 - 2:00 Typing Test by appointment only.</p>	<p>4</p> 	<p>5</p> <p>1:00 - 3:00 Typing Test by appointment only. 1:00 - 3:00 JVIS (Jackson Vocational Interest Survey) Career Test - profiles your strengths and matches your interests to jobs.</p>	<p>6</p>
<p>9</p> <p>2:00-3:00 Applying for Government Jobs - Learn to create, edit, save and print documents.</p>	<p>10</p> <p>9:00 - 10:00 MS Word Basics - Learn to create, edit, save and print documents. 11:00 - 1:00 Typing Test by appointment only.</p>	<p>11</p>	<p>12</p> <p>1:00 - 3:00 Typing Test by appointment only.</p>	<p>13</p>
<p>16</p>	<p>17</p> <p>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.</p>	<p>18</p>	<p>19</p> <p>1:00 - 3:00 Typing Test by appointment only.</p>	<p>20</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. 1:30 - 4:30 Introductory Excel - Learn to create, edit, save and print documents.</p>
<p>23</p>	<p>24</p> <p>12:00 - 2:00 Typing Test by appointment only 2:00 - 3:00 Labor Market Information (LMI) - Learn about industry and hiring trends.</p>	<p>25</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>26</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 1:00 - 3:00 Typing Test by appointment only.</p>	<p>27</p> <p>12:00 - 2:00 JVIS (Jackson Vocational Interest Survey) Career Test - profiles your strengths and matches your interests to jobs. 2:00-3:00 Applying for Government Jobs - Learn to create, edit, save and print documents.</p>
<p>30</p>	<p>31</p> <p>12:00 - 2:00 Typing Test by appointment only.</p>			