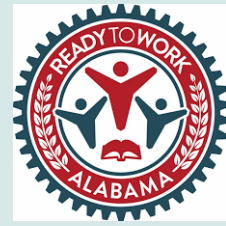


READY TO WORK



Are you...

- Working on getting a certificate or higher degree?
- In need of job skills, such as resume writing and computer skills?
- In need of Interview help?
- Desiring information about job links, and career pathways?

THEN WE HAVE A CLASS FOR YOU!!!

Ready To Work is a FREE class offered by Coastal Alabama Community College, East Division Adult Education Department that offers:

- Job Prep (Interview skills, career assessment)
- Computer, communication, & problem solving skills etc.)
- Resume/cover letter/application writing skills
- Workkeys certification & Alabama Certified Worker Credential

Information

Location: Coastal Alabama Community College, Atmore Campus

Dates: Every Tuesday & Thursday For 9 Weeks

Time: 8:30am-12:30pm

Contact Info

Marlo Young, Instructor/Career Coach

marlo.young@coastalalabama.edu
251-368-7679

WORKKEYS

NATIONAL CAREER READINESS CERTIFICATE



Are you...

- Working on getting a certificate or higher degree?
- In need of basic workplace skills.

THEN WE HAVE JUST THE CERTIFICATE FOR YOU!!!

WorkKeys Certification is a FREE program offered by Coastal Alabama Community College, East Division Adult Education Department that assess your skills in:

- Applied Mathematics
- Graphic Literacy
- Workplace Documents

Information

Location: Coastal Alabama Community College, Atmore & Brewton Campus

Contact Info

Mrs. Marlo Young, Instructor/Career Coach
marlo.young@coastalalabama.edu
251-368-7679



