

# CAREER CONNECTIONS CENTER

Use your local career connections to jumpstart opportunities in your life.

## OFFICE HOURS

Monday - Thursday  
9am - 6pm

Friday  
8am - 12pm

## CONTACT US

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[www.wkaen.org](http://www.wkaen.org)



# ABOUT CAREER CONNECTIONS

Career Connections is a new and FREE community resource program launched by West Kern Adult Education Network (WKAEN) in October of 2021. Career Connections aims to provide resources and skills certifications to assist the community in seeking higher-paying jobs and career advancement.



## PROGRAMS

### Microsoft Office Specialist Program

The Microsoft Office Specialist (MOS) Program provides industry-leading assessments of skills and knowledge through project-based testing. These exams include multiple, small projects within Microsoft Office. Students and professionals will be tested on one project at a time. These small projects will test their skills as they would in the real world and validate their understanding of the Microsoft Office program functionality. This guarantees that every certified user has demonstrated the ability to operate the full features and gives students a commanding competitive edge in today's academic and professional environments. This is a self-paced program.

### Typing Course for Professionals

This class teaches the basics of how to touch type starting with correct finger placement and technique and then progressing to speed and accuracy. This class is ideal for the professional who wants to type fast, the correct way. Certificate and speed typing test included (42 hours).

### Food Handlers Certification

The ServSafe Food Handler Program is a complete solution that delivers consistent food safety training to employees. It is a self-paced course but can expect to complete it in two days.

### Workforce Skills Certification System (WSCS)

This specialized system focuses on youth and adults entering the workforce, incumbent workers, and dislocated workers to measure:

- Foundation Skills - Reading and Math
- Critical Thinking and Problem Solving Skills
- Soft Skills - Personal Qualities and Customer Care

Potential WSCS students must complete an intake form, orientation, and 3 CASAS assessments (Reading - 2 Hours, Math - 2 Hours, and Workforce Skills - 45 Minutes) before being enrolled in the class.

## HOW DO I REGISTER?

- STEP 1** Call 661-745-4315 or visit our Front Office and ask to enroll in our Career Connections Program.
- STEP 2** Our Testing Center will reach out to you to schedule an appointment to take an assessment.
- STEP 3** Your instructor will reach out to you to provide class information and class times.