

*COASTAL CAROLINA COMMUNITY COLLEGE*  
*Division of Continuing Education*

**WORKKEYS SCHEDULE**

SUMMER SEMESTER 2012  
Kenneth B. Hurst Continuing Education Building, Room 200  
Academic Studies Center

WorkKeys is a comprehensive employability skills assessment tool designed to help employers and individuals develop better workplace skills. To earn a North Carolina Career Readiness Certificate, individuals are tested in reading, applied math, and locating information. WorkKeys testing is offered each month at Coastal Carolina Community College.

Skill evaluation and preparatory instruction are recommended prior to scheduling WorkKeys. Evaluation is available in Academic Studies Center (Monday-Thursday, 8:00 am to 7:00 pm). Individual preparatory instruction is available to students in the Center at no cost. Registration for WorkKeys must be completed in Academic Studies Center.

<b>DATE</b>	<b>DAYS</b>	<b>TIME</b>	<b>REGISTRATION DEADLINE</b>
June 6	W	8:00 am – 12:00 noon	June 1, 12:00 noon
July 11	W	8:00 am – 12:00 noon	July 6, 12:00 noon
August 1	W	5:30 pm – 9:00 pm	July 27, 12:00 noon

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The tests will be administered in the following order:

Reading for Information..... 45 minutes ..... 8:00 am  
Applied Math ..... 45 minutes ..... 9:15 am  
Locating Information..... 45 minutes ..... 10:30 am

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WorkKeys assessments are currently offered at Coastal Carolina Community College for \$10.00 per assessment. Testing accommodations for candidates with documented disabilities are available with prior approval.

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For more information, contact  
ACADEMIC STUDIES CENTER at (910) 938-6259  
OR  
HUMAN SERVICES at (910) 938-6309