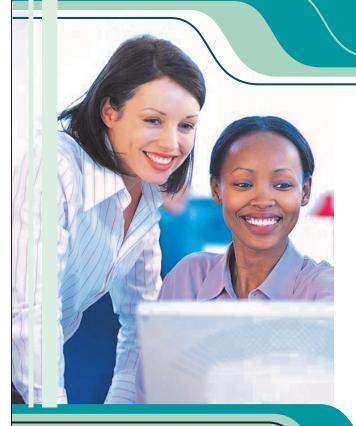
Communication Skills for the 21st Century Workforce

COMPUTER LITERACY SKILLS GUEST SERVICES CERTIFICATION

Classes are held at the Atlantic City Free Public Library

(1 N. Tennessee Ave., Atlantic City)



FREE CLASSES TO IMPROVE EMPLOYMENT OPPORTUNITIES

The 10-week COMPUTER LITERACY SKILLS program will provide the basic computer skills needed for those searching for employment, writing a resume, submitting applications online, utilizing email and performing tasks at the workplace.

The two-week GUEST SERVICES CERTIFICATION class will cover the communications skills needed to enable participants to obtain employment and succeed in the leisure and hospitality field. The training in this program will provide a professional certification, recognized by the hotel and hospitality industry, that will enhance communication skills with customers.

Call (609) 345-2269, ext. 3044, to register. Space is limited.







The Atlantic City Free Public Library received funding for the Community Library Adult Literacy & Career Pathway Grant Program through the New Jersey Department of Labor and Workforce Development