

RSU13 Adult Education



Enhance your employability!

Certificate in Office Essentials

Business Ethics
Customer Service
Writing in the Workplace
Keyboarding (20 wpm)

Certificate in Office Technology

Keyboarding (30 wpm)
Microsoft Word 1 & 2
Microsoft Excel 1 & 2
Digital Workplace Series:
Microsoft Outlook
Microsoft Publisher
Microsoft PowerPoint
Google Drive

"I would like to get a job in an office setting. These are the type of classes that I need to make that happen. I also really enjoy them."



Adult Education^{MAINE}
Learning for Work and Life

Employment Skills Certificate Program

Two certificates designed to prepare you for the current job market at an affordable price!

Estimated costs

Program Registration Fee \$25
Certificate in Office Essentials \$290/60hr
Certificate in Office Technology \$425/108hr
Cost and hours vary based on student skill levels.
Basic Computer Skills classes also available.
Individual courses priced at \$50-\$75.

Classes are offered on-line and at the McLain School Computer Lab.

Please contact Cathy VanDyke at cvandyke@rsu13.org or call 594-9764 to discuss your needs and schedule an orientation interview.

RSU13 Adult Education

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Rockland, ME 04841
594-9764
www.rsu13.maineadulted.org

Specializing in:

High School Equivalency Diploma
Testing & Preparation
English Language Learning
College Preparation
Career Pathways
Vocational Readiness