# RSU13 Adult Education



#### Enhance your employability!

### **Certificate in Office Essentials**

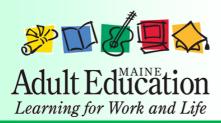
Business Ethics Customer Service Writing in the Workplace Keyboarding (20 wpm)

## **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."



## **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**

28 Lincoln St. 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