

WVAdultEd Certifications and Distance Education



WVAdultEd's distance education program makes it possible for adult learners to study outside the traditional classroom by enrolling in one of the state-approved distance education curricula. Distance education appeals to many students because it removes some of the barriers preventing them from attending a classroom on a regular basis: lack of transportation, child-care, conflicting work schedules, a need for privacy, etc. **ALL adult education programs are FREE!**

BRING YOUR 'A' GAME TO WORK

is a curriculum offered by the Center for Work Ethic Development that focuses on seven attributes employers seek: attitude, attendance, appearance, ambition, accountability, acceptance, and appreciation. Students completing the 40+ hour course will earn a Certificate for Work Ethic Proficiency.

Cost: \$330

WV Adult Ed: **FREE**

MICROSOFT OFFICE SPECIALIST (MOS)

is a primary function in today's job market. These certifications cover the entire Microsoft Office Suite:

Cost: Word – \$285

Excel – \$285

PowerPoint – \$285

Outlook – \$285

Access – \$285

WV Adult Ed: **FREE**

THROUGH THE CUSTOMER'S EYES I

is an online program with interactions to demonstrate right and wrong ways to manage service situations. Participants progress through modules that cover core customer service knowledge and skills: Why Customer Service Matters, What Customers Want, Essential Customer Service Skills, Handling Complaints and Dealing with Angry People, and Customer Service as a Strategic Marketing Tool.

Cost: \$199

WV Adult Ed: **FREE**

INTERNET AND COMPUTING CORE CERTIFICATION (IC3)/GS6

provides the participants with the foundation of knowledge required for the use of computer and internet. Students must receive a passing score on three separate exams:

» Level 1

» Level 2

» Level 3

WV Adult Ed: **FREE**

Cost: \$270

THROUGH THE CUSTOMER'S EYES II

expands on the essential core skills with additional training modules to raise the participant's customer service performance. These areas are: Sales Skills, Communication Skills, and Phone Skills.

Cost: \$199

WV Adult Ed: **FREE**

CSMLEARN

helps the student develop deep, practical quantitative reasoning skills, as well as the problem solving mindsets and confidence to effectively apply mathematical reasoning in a variety of contexts. Accepted by all nine WV community colleges for general math credit!

Cost: \$527

WV Adult Ed: **FREE**

ONLINE CURRICULUM FOR DISTANCE EDUCATION

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|-----------------------|----------------------|--------------------------|
| » TASC/TABE Academy | » SkillsTutor | » Crossroads Cafe |
| » Computer Essentials | » Khan Academy | » USA Learns |
| » Edgenuity | » Burlington English | » Brainchild Study Buddy |

wwadulthood.org • 800-642-2670

