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: REE

MICROSOFT OFFICE SPECIALIST (MOS)

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

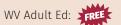
Cost: Word - \$285

Excel - \$285

PowerPoint - \$285

Outlook – \$285

Access - \$285



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 3Cost: \$270

WV Adult Ed: 👔



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: 👍

ONLINE CURRICULUM FOR DISTANCE EDUCATION

- » TASC/TABE Academy
- » SkillsTutor
- » Crossroads Cafe

- » Computer Essentials
- » Khan Academy
- » USA Learns

- » Edgenuity
- » Burlington English
- » Brainchild Study Buddy

WVAdultEd
Learn.Train.Succeed.