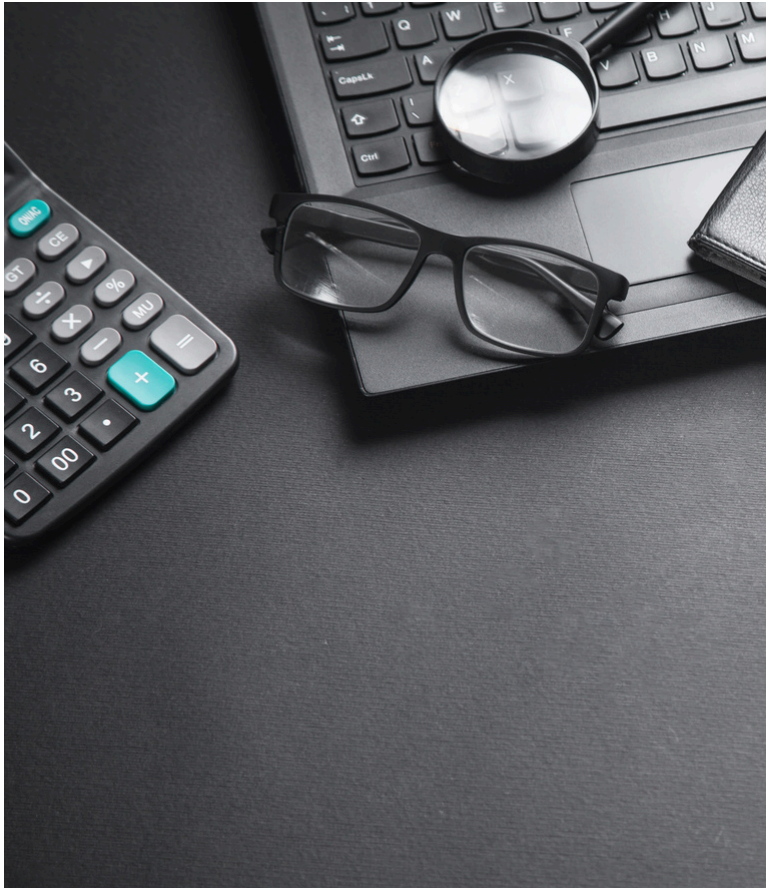




**MDI Adult & Community
Education**

Business & Skills Training



**STARTING SEPTEMBER 30, 2025
6:00-8:00PM**

Tuesdays & Thursdays

Duration: 8 weeks

Hours: 40 total (32 class +8 homework)

Format: In-person at MDI Adult and
Community Education

WHO SHOULD ENROLL?

- Career changers
- New grads
- Anyone looking to build office skills

You'll walk away with:

- A polished resume
- Real hands-on practice
- The tools to get hired into an entry-level position

MDI ACE PRESENTS

Launch Your New Career!

Office Essentials

**Ready to start a new
career or re-enter the
workforce?**

In just 8 weeks, you'll learn:

- How to communicate professionally by email and phone
- Essential Google Workspace, with an intro to Quickbooks, Microsoft Word and Excel
- How to organize files, manage calendars, and support meetings
- Tips for writing a great resume and preparing for interviews
- Real-world office tasks through simulations and projects

INSTRUCTOR

Lauren Koncinsky

Director.
MDI Adult & Community
Education

**Click or Visit Website below to
Register – Space is Limited!**

MDI.MAINEADULTED.COM



(207) 288-4703