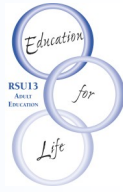


# RSU13 Adult Education



## Workforce and Computer Training for Small Businesses and Individuals

*Your business is unique, so are your training needs.*

Our staff consultant works with you to assess your needs and to customize computer-based or business training for you or your staff.

*Affordable, reliable, customized classes for you or your organization!*

*"Thank you for providing a wonderful training session for my team. They picked up some helpful techniques to move forward with."*



**MAINE**  
**Adult Education**  
*Learning for Work and Life*

Training is offered at the McLain School Computer Lab or at your Rockland area business in all topics covered in our array of computer, business and workforce courses.

### Customized Training Topics

- Business Ethics
- Computer Basics
- Computer for Advanced Beginners
- Customer Service
- Keyboarding
- Google Drive
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Word
- Writing in the Workplace

One-to-One Training and Consulting

\$45/hour plus planning time.

Small Group Training (up to 8 participants)

\$50/hour plus planning time.

Non-Profit Staff Training 10% discount

For more information or to schedule an appointment, contact Cathy VanDyke at [cvandyke@rsu13.org](mailto:cvandyke@rsu13.org) or call 594-9764.

#### RSU13 Adult Education

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Rockland, ME 04841  
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[www.rsu13.maineadulted.org](http://www.rsu13.maineadulted.org)

Specializing in:

High School Equivalency Diploma

Testing & Preparation

English Language Learning

College Preparation

Career Pathways

Vocational Readiness