

# REEP – English Classes for Adults



## English and Workplace Computer Skills

### *Microsoft Office Specialist Certification Preparation*

This is a foundational computer skills and workforce preparation course for English language learners. Instruction combines English for the workplace and training in **Microsoft Excel**. Students prepare for the Microsoft Office Specialist Certification exam. **For high intermediate and advanced English levels.(Levels 450 & up)**

#### Schedule

January 7 to March 26

Monday to Thursday

6:45 - 9:00 p.m.

Cost: \$210\*

\*Different rates apply for students who do not live or work in Arlington. Non-Arlington rate: \$370.

A limited number of scholarships are available for Arlington residents. Scholarship applicants must test by December 1.

#### How to Take a Class

1. Complete an Interest Form.
2. Take a placement test.
3. Register (pay) for your class.
4. Start learning!

#### Get Started

[Click here to complete an Interest Form.](#)



Scan code  
with phone  
camera

[https://reep.apsva.us/take\\_a\\_class/](https://reep.apsva.us/take_a_class/)

REEP provides for the language and employment needs of adult English language learners in Arlington, Virginia.



#### **REEP Main Office**

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