

# REEP – English Classes for Adults



## English and Workplace Computer Skills

### *Microsoft Office Specialist Certification Preparation*

This is a basic computer skills course for English language learners. Instruction combines English for the workplace and Microsoft Word. Students prepare for the Microsoft Office Specialist Certification exam. Job coaching also included.

**For high intermediate and advanced English levels.**

**Schedule:** Jan 4-March 24  
**Mon-Thurs**  
6:45 to 9:00 PM

**Testing:** By appointment.  
(for new students) Register now to get started.  
Testing starts Nov. 29.

**Registration:** [Visit us here to get started.](#)

*A limited number of scholarships are available to Arlington residents who qualify. **New students must complete a placement test by Dec. 6 to be eligible.***

**Cost:** \$200\*

Different rates apply for students who do not live or work in Arlington.  
Non-Arlington rate is \$350.

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



**REEP Main Office**  
Syphax Education Center  
2110 Washington Boulevard  
Arlington, VA 22204



**703.228.4200**  
web: [reep.apsva.us](http://reep.apsva.us)  
email: [reep@apsva.us](mailto:reep@apsva.us)  
social media: @REEPworld

