

REEP – English Classes for Adults



English and Workplace Computer Skills

Microsoft Office Specialist Certification Preparation

This is a beginner 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.**

Schedule

October 1 – December 19

Monday to Thursday

6:45 to 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 September 9.

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/

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



REEP Main Office

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