

# I - B E S T \*

## Office Assistant Certificate

\*Integrated Basic Education and Skills

**Begins Spring 2012**

This 2 quarter program combines Job Skills Training with ABE and ESL classes



You will learn the skills employers need while earning college credit

- Learn Microsoft Office Applications
- Learn Keyboarding
- Improve your reading and writing skills
- Gain strong communication skills

Eligible students are:

ESL Level 5 or 6 and ABE Level 3 or 4



*Become Exceptional*

**For more information contact:**  
Noelle Rollins , Workforce Education  
(425) 564-2714  
Noelle.rollins@bellevuecollege.edu

Bellevue College  
3000 Landerholm Circle SE  
Bellevue, WA 98007