

EDUCATIONAL TRAINING SERVICES	Contacts
All training programs at BC include advising, career planning, connections to additional funding sources, assistance with Financial Aid and related program related agencies such as DSHS, ES, WIA etc. Computers and faxes are available.	
Worker Retraining Tuition assistance for individual receiving or having exhausted UI, displaced homemakers and formerly self-employed. Tuition assistance for incumbent workers at risk for layoff due to declining industry or skills gap	425 564-4168 Suzanne Lane slane@bellevuecollege.edu
	425 564-4108 Wendy Brault wbrault@bellevuecollege.edu
	425 564- 2113 Joy Prorise jprorise@bellevuecollege.edu
CAT/TB Workshop and one-on-one appointments are available	425 564-3060 Gale Robinson grobinso@bellevuecollege.edu
WorkFirst for TANF PARENTS	
* Computer and Software Fundamentals Class Beginning MS Office skills, business communications, resume & interviewing	425 564-2363 Cindy Donohue cdonohue@bellevuecollege.edu
* WorkFirst TANF Tutition Assistance tuition, fees and books for professional/technical programs	425 564-2363 Cindy Donohue cdonohue@bellevuecollege.edu
* WorkFirst Workplace Intensive ESL Customer Service and Computer modules integrate work and English skills	425 564-5474 Linda Savio lsavio@bellevuecollege.edu
Basic Food Employment & Training (BFET) Tuition, fees, and books for individuals on Food Stamps Advising and support services, assistance with food stamp applications	425 564-2244 Kristina Slaney kslaney@bellevuecollege.edu
Opportunity Grant Tuition and fees for individuals below 200% of poverty level Advising and support services	425 564-4045 Julia Guinn julia.guinn@bellevuecollege.edu
Skill Up Grant Operating Systems Support Specialist (OSSS) certificate program Scholarships available for low-income and dislocated workers who qualify	425 564-2270 Dawn Kinder dawn.kinder@bellevuecollege.edu
For Workforce Education general inquiries	425 564-4054 Lynnette Brooks-Fletcher

ADULT BASIC EDUCATION & LIMITED ENGLISH PROGRAMS	Contacts
Adult Basic Education Classes to improve basic skills in reading, writing and math, lab time included.	425 564-2067 Kaye Moreton kmoreton@bellevuecollege.edu
I-BEST - Integrated Job Skills and Language Training for <u>ESL levels 5 & 6</u> Current programs: Office Assistant and Infant & Toddler Care	425-564-5200 Mila Tari mtari@bellevuecollege.edu
English as a Second Language (non-WorkFirst) Develops listening and communication skills, reading and writing, for citizens, immigrants and refugees	425 564-2341 Developmental Ed
ESL Job Preparation Class Free classes for immigrants, refugees, or citizens <u>LIVING IN BELLEVUE</u> Improve listening, speaking , reading and writing, covers resumes, applications and interview skills	425 564-2341 Developmental Ed

YOUTH SERVICES	Contacts	
HIGH SCHOOL DROP OUTS - Career Education Options (CEO) provides tuition, fees and books to youth age 16-20, without a high school diploma Career exploration and support services	Glen Jackson	425 564-4035 gjackson@bellevuecollege.edu
High School Students - Running Start students can take college courses as part of their high school education.	Linda Keplar	425 564-2026 lkeplar@bellevuecollege.edu

VETERANS PROGRAM	Contacts	
Veteran's Assistance Liaison between BCC and Dept. of Veterans Affairs Assistance in activating all veterans' educational benefits, screening for BCC veterans discounts	Margo Georgian	425 564-2220 mgeorgia@bellevuecollege.edu

SERVICE FOR JOB-SEAKER CUSTOMERS	Contacts	
One-on-One Career and Job Search Assistance Individual hour-long appointments with professional career consultants for career planning and job-search	Career Center	425 564-2279 career@bellevuecollege.edu
One-on-One Resource Advising Individual hour-long appointments with an experienced resource advisor regarding community and campus resources such as scholarship sources, legal advice, counseling help, food banks, and	Career Center	425 564-2279 career@bellevuecollege.edu
Internship Opportunities in the Community Significantly important method to give those with little work experience the skills and connections they need to compete for jobs (<i>scholarships available to cover tuition</i>).	Career Center	425 564-2279 career@bellevuecollege.edu
Career Workshops Salary Negotiation; Mock Interviews with Local Employers; Networking and the Hidden Job Market; Careers of the Future; Do More Than Survive; Make a Difference Through Your Work; Need Money for School? Cover Letter Review	Career Center	425 564-2279 career@bellevuecollege.edu
Short-term course modules that include employer participation Resume and Interviewing Strategies; Job Shadowing and Professional Networking; Career Action Planning; Preparing a Career Portfolio	Career Center	425 564-2279 career@bellevuecollege.edu
Career Assessments Several assessments are available with individual consultations to interpret results.	Career Center	425 564-2279 career@bellevuecollege.edu

EMPLOYER SERVICES	Contacts	
Job Postings and Recruitment List your positions, connect with recently trained job seekers, develop or fill internship positions, increase your company's visibility through job fairs, employer panels and mock interviews	Teresa McClane	425 564-5605 tmcclane@bellevuecollege.edu
Business Training Customized, deliverable, and need-based training for your business	Dennis Phillips	425 564-3163 dphilips@bellevuecollege.edu