

# Who can register?

The program is designed for ABE learners at level three or higher and ESL learners at level five or higher. Cascadia Community College will help you determine your placement.

## Tuition and fees:

For each of the 3 quarters, resident students will pay approximately \$550 per quarter.\* This includes courses in both ABE/ESL and computer classes. Parking and other transportation costs are not included in these estimated fees.

WorkFirst (TANF) or Worker Retraining participants are eligible for tuition assistance.

Other financial aid may be available.

\*Subject to change pending state or college regulations or policies regarding fee increases.

**RANKED No. 2 IN THE U.S.**

Cascadia Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, marital or veteran status, or the presence of any sensory, mental or physical disability or disability.

**contact us**



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[www.cascadia.edu](http://www.cascadia.edu)



## Directions

From I-405, take the Beardslee Blvd/195 St Exit (Exit #24) and proceed to the stop light at the end of the exit ramp. Go west on Beardslee Blvd (right turn if traveling south, a left turn if traveling north). Turn left at the light on 110th Avenue NE at the campus entrance. Turn left at the four-way stop sign onto Campus Way NE. Park in the first parking garage on your left.

# Office Skills Integrated with Adult Basic Education



Employers need your computer and communications skills!

*New Program at  
Cascadia Community College!*



# Increase your employability.

Make the most of your time and bilingual skills by learning office technology. Office Skills Integrated with ABE teaches computer applications in college-level courses and builds your English skills in business communications.

## Is English your second language?

### Employers need you!

Your knowledge of two languages is needed in the workplace. Prepare to enter a variety of clerical jobs by learning office technology programs and business English.

Topics and challenges in this program will help you develop the abilities that employers are looking for.



## Take the first step to a new career.

### Business and Information Technology

In this program, both an ABE/ESL and a technical instructor work together to teach the latest Microsoft Office 2007 programs: Keyboarding, Word, Outlook, use of the Internet and additional options such as Excel, PowerPoint or Access.

### Business ABE/ESL

A class on business communications will focus on:

- Customer service
- Telephone communication
- Teamwork and conflict resolution
- Job search and interviewing
- Writing resumes and cover letters

## Start Now!

Complete this program in three academic quarters. You can begin right away and join some classes in session.



The courses earned with this certificate will help you meet prerequisites for the Administrative Office Management Degree and the Environmental Technologies & Sustainable Practices Degree. These courses will also give you advanced standing in other certificates such as the Computer Applications Specialist, Network Specialist, Technical Support Specialist, Web Specialist, Database Development, Accounting Assistant and Fiscal Technician.

### Cascadia fits your life!

Flexible course times allow you to work and continue taking courses for your business career goals.

**Call us now! (425) 352-8571**