

Jump-start your admin assistant career with OfficeWorks!



OfficeWorks is a short-term certificate program that prepares you for a variety of job opportunities in business and industry.

Office/Admin Assistants are needed in ALL segments of Seattle & Puget Sound firms & institutions. And they are hiring NOW!

This program also offers students the opportunity to earn up to 15-college level Information Technology credits to earn a certificate; or pursue further education in college.

Register Now!

Courses:

- ◆ Introduction to Computers/Microsoft Windows
- ◆ Employability Skills
- ◆ Computer Keyboarding
- ◆ Introduction to Microsoft Office

Classes meet: Mondays & Wednesdays, 12:00 PM to 3:30 PM

Entry requirements: ESL-Level 4 required

GED/High School diploma highly recommended (not a requirement)
(King County Sec. 8 & White Center residents especially welcome!)

All classes held at
YWCA Learning Center
in Greenbridge

eliminating racism
empowering women
ywca

Seattle | King | Snohomish

For more information or to register, contact:

Phone: (206) 336-7000; TTY: (206) 336-6974

YWCA Greenbridge Learning Center
9720 8th Ave SW, Seattle, WA 98106 / Free Parking / KC Metro: #60, #128, #131

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