

I-BEST Business Technology Program



Office Assistant and Business Technology Specialist Certificates

I-BEST Provides:

- English and study skills support
- Academic skills class
- Two teachers in the classroom
- An I-BEST Navigator
- Education and career planning
- Tuition funding resources
- School and community resources

Eligibility:

- ESL Level 5 or above, ABE Level 3 or above (CASAS Reading Score between 210–255)
- College and career goals

For more information, contact the I-BEST Navigator at Bellevue College:

425-564-2363

ibest@bellevuecollege.edu



BELLEVUE
COLLEGE

BUSINESS TECHNOLOGY PATHWAYS

EDUCATIONAL PATHWAYS



EMPLOYMENT OPPORTUNITIES

- Office Clerk
- File Clerk

- Computer User Support Specialist
- Office and Administrative Support Specialist

- Executive Secretaries
- Executive Administrative Assistant

- Office Manager
- Bill and Account Collector



COST 2017-2018:

1 college credit = \$105.17
For Washington state residents

Fees and books are an extra cost

Notes about paying:

- Students may be eligible for Financial Aid or Workforce Education grants that help pay for classes and books
- The Academic Skills class is free
- Payment plans are available

To start the I-BEST Program, call or email the I-BEST Navigator:

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BELLEVUE
COLLEGE

I-BEST Business Technology Classes

FALL Office Assistant Certificate (QUARTER ONE)

BTS 101/104	Keyboarding I/Speed Building	2
BTS 144	Personal Information Manager	3
BTS 161	Business Software Essentials	5
BTS 173	Windows Basics	1
BTS 174	Windows File & Disk Management	1
ABE 063/064	Academic Skills Class	6
Total Transferable Credits		12

WINTER Office Assistant Certificate (QUARTER TWO)

BTS 147	Presentation Design & Delivery	3
BTS 163	Business Document Design	5
BTS 165	Business Spreadsheet Analysis & Design	5
ABE 063/064	Academic Skills Class	6
Total Transferable Credits		13

SPRING Business Technology Specialist Certificate

BTS 110	Web Essentials	5
BTS 168	Business Data Management Tools	5
BTS 188	Intro to Digital Content	5
ABE 063/064	Academic Skills Class	6
Total Transferable Credits		15

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