I-BEST Business Technology Program



Office Assistant and Business Technology Specialist Certificates

I-BEST Provides:

- Academic support class
- Two teachers in the classroom
- Advising and registration support
- · Education and career planning
- Connection to funding, school and community resources

Eligibility:

ESL Level 5 or above, ABE Level 3 or above

For more information, contact the I-BEST Navigator:

Room R130 425-564-2363 ibest@bellevuecollege.edu



BUSINESS TECHNOLOGY PATHWAYS

EDUCATIONAL PATHWAYS

Office Assistant Certificate

Business Technology Specialist Certificate

Related Programs

- Business Management
- Marketing Management

Administrative Assistant Certificate

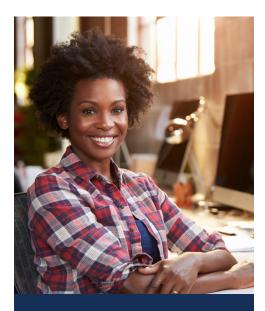
Business Technology AAS-T Degree

Healthcare Informatics BAS

Data Analytics BAS

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 2021-2022:

1 college credit = \$116.05 For Washington state residents

Fees and books are extra

Notes about paying:

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

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

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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 073/074	Academic Success Class	5*
	Total College 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 073/074	Academic Success Class	5*
	Total College Credits	13

Business Technology Specialist Certificate	
Web Essentials	5
Business Data Management Tools	5
Intro to Digital Content	5
Academic Success Class	5*
Total College Credits	15
	Web Essentials Business Data Management Tools Intro to Digital Content Academic Success Class

^{*}Academic Success Class is pre-college credit and tuition-free.

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