

A partnership of Spokane Falls Community College and Institute for Extended Learning

Professional Business Technology

I-BEST

[Integrated Basic Education and Skills Training]

Enroll NOW for upcoming quarters.

A 16-credit one-quarter certificate

9am-3:30pm Monday thru Friday • Study lab 9-10am each day

Skills learned in this program prepare you for entry-level jobs in a variety of businesses or for continued education in multiple areas.

- Learn to use Word, Excel, Powerpoint and the Internet efficiently.
- Develop skills and build confidence using office equipment including multi-line phones, copiers and FAX machines in a simulated office.
- Enhance your college success skills with practical business math, business communication and keyboarding.
- Learn to be successful using proper business etiquette, time management skills and study strategies.
- GED or ESL (English as a Second Language) instruction.
- An opportunity for college preparation through Pre-I-BEST.
- Family support services and mentoring.



WorkFirst students must have approval from their case manager.

This course is subject to cancellation if student enrollment does not achieve minimum enrollment required.

Financial assistance may be available.

**For more information contact
Donna Syron at 434-5166 or
Suzanne Bettinger at 279-6226.**

**Training offered at
Spokane Falls Community College**



Dream. Discover. Do!